**The Curriculum Vitæ / Résumé
*of*
Sherry Guintu-Ingram**

 ***Specializing in***

 **Copywriting**

**Proofreading**

**Document Translation & Translation Editing**

**Legal Translation and Interpretation**

**Sales and SEO Optimization**

**Transcription and Translation**

**Subtitle Creation, Editing and Translation**

**Language Localization (Tagalog/Filipino)**

**Contact Details:**

**Sherry Ingram,
Bristol, United Kingdom.**

**Skype: sherry.ingram**

**Mobile: +63 915 519 1542 Philippines**

**+1 205 385 8787 USA**

**E-mail:**shamberlyv@yahoo.com**Freelancer Url:**http://www.freelancer.com/u/shamberlyv.html

**Software: Windows XP/7/8, Microsoft Office 2013 (Word, Excel, Powerpoint), Open Office, Acrobat Reader, 7-Zip, WinZip, TRADOS Studio, SubtitleWorkshop, GTS**

**Professional Profile:**

* **Mother Tongue: Filipino/Tagalog and English**
* **Specializations: Psychology & Psychiatry, Arts & Humanities, Business, Legal Documentation, Lifestyle & Travel, Sales**
* **Familiarity with a wide range of language registers and styles as a result of extensive academic and professional studies combined with 12 years professional,  freelance experience of creating online content for various types of blogs, websites, sales pages, and press releases**

**Synopses of some Previously Completed Projects**

* **Subtitling of various English Television Shows (creation/translation of Tagalog/Filipino subtitles – ongoing active contracts)**
* **Tagalog-English Back-translation of medical questionnaire**
* **Translation, Proofreading, Editing of TJX Global Code of Conduct**
* **Content creation for CMSIT.com.au and their clients (SEO focused content creation for CMSIT, Fleetcleaning.com.au, CMSITSEO.com.au, Terrazzo.net.au, and Crosspoint-telecom.com)**
* **Onsite Transcription and Translation of ship bridge voice recordings used for legal proceedings; Hill Dickinson LLP, Singapore, Singapore**
* **Content creation for WorldTop7.com (ongoing contract with ongoing quarterly submissions for upcoming/newly opened hotels, rsetaurants, bars, nightlife hotspots; since 2011)**
* **Numerous writing/editing/copywriting contracts with corresponding client reviews can be viewed by visiting https://www.freelancer.com/u/shamberlyv#/reviews**
* **Translation and proofreading/editing of CINT Panel Surveys**
* **Creation of Tagalog/Filipino Radio Advertisement Script; three promotional adverts for Etihad Airlines for a span of 16 months**
* **Translation of Legal documents concerning Child Protection for Kirklees Council, UK**
* **Translation of Legal documents for the Social Work Assessment team of Bristol Council, UK**
* **Court Interpretation for South Gloucestershire Council**
* **Translation of a birth certificate from Filipino to English**
* **Translation of research material, including some literary translation, from Filipino to English**
* **Translation of C.V.s and Résumés from Spanish to English and Russian to English**
* **Translation of Personal Correspondence from Filipino to English**
* **Translation of Tourism and Travel website from Spanish to English; general and specific tourist information for Tenerife, Spain**
* **Translation of Medical website from Russian to English; medical research concerning stem-cell treatments and services offered**
* **Translation of literary works from Khmer to English**
* **Translation of a speech delivered by Cambodian Prime Minister (Khmer to English)**
* **Senior Sales Director – Mary Kay Philippines (2006-2010)**

**Education:**

* **Berlitz Language Institute (2003): *Diploma, Letter of Credit (Filipino/Tagalog-to-English translation and translation editing)***
* **University of Santo Tomas (2000): Bachelor of Science in Psychology**