



ARKENETTE LORENZANA

CONTACT

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Languages

- Tagalog
- English
- Japanese (Jlpt N3 passer, Completed N2 Training with Berlitz)

Skills and Interest

- Touch Typing 60-70wpm
- Proficient in MS office (excel, word, power point, etc.)
- Anime, Japanese Drama
- Chess/ Chess tournament

EDUCATION

Sacred Heart College

June 2005-2011

BS Computer Science

-awards athlete of the year (2010)

Phil Nippon Technical College

Nov 2014-May 2015

Japanese language (N5&N4)

WORK EXPERIENCE

Accenture Inc

[Transaction Processing Analyst (Japanese Bilingual)

Sept 2021–Present

- Processing and extracting data from repopa and sap for Client's Scheduled transaction

Rtechno Philippines Inc [Research Matching Officer]

Oct 2020–Sept 2021

-Manage and report to Client the design engineer's attendance

-Interpretation (Japanese-Tagalog/English) during interview and meetings

- Other admin task

SBT Philippines [Japanese Speaking Data Entry]

Feb 2020–July 2020

-Receiving and Uploading data from Japan

-Encoding and translate invoices

-Translation of car certificates

Philippine Manufacturing Co. of Murata

[Project base Japanese Interpreter/Translator]

Aug 2019–Feb 2020

-documents translation and interpretation for Japanese Expats during their company visit

Tokai Denshi Philippines Inc

[QA assistant Supervisor/ Japanese Interpreter/Translator]

Jul 2018–Jul 2019

-Monitoring in production area, creating reliability reports

-translation of documents and interpretation in production area

Hitachi Appliance Taga [Electrical Equipment Assembler]

June 2015–May 2018

-Polishing, cleaning and Assembling Top Glass to be supplied to the production line

Produ Feed Milling corp [Supervisory Trainee-warehouse]

May 2013–Oct 2014

-Monitoring of stocks in warehouse and receiving and Dispatch goods according to order/request follows the FIFO