



Keyzer Lane D. Sanchez

I am a dedicated, compassionate, and hardworking individual who wishes to join an organization that offers a professional working environment where I can use my skills and expertise in academic and business administration. I also have 4 years of experience in proofreading and writing technical and academic papers.

CONTACT ME AT



+63 9685348490



keyzlane99@gmail.com



Salvador Lampa Street,
Caquilingan, Cordon,
Isabela, Philippines, 3312

WORK EXPERIENCE

• 2019 - PRESENT

Research Director

Responsible for managing the day-to-day operations of multiple research projects while ensuring that all aspects of project protocol are followed.

• 2018 - 2021

Instructor (Marketing)

Supervise and instruct students in acquiring essential business knowledge and abilities through traditional classroom methods and the digital distance learning method.

• 2018 - 2021

Executive Assistant

Performs clerical and administrative tasks, including drafting letters, memos, invoices, reports, and other documents for senior staff

SKILLS SUMMARY

- **Translation:** Proficient in translating Tagalog and Iloko into English, ensuring accuracy, cultural relevance, and contextual understanding.
- **Linguistics:** Expertise in analyzing and interpreting language structures, nuances, and regional dialects to produce high-quality linguistic outputs.
- **Transcription:** Skilled in transcribing audio and written materials in Tagalog, Iloko, and English, maintaining precise attention to detail and formatting standards.
- **Native Language Expertise:** Native fluency in Tagalog and Iloko, enabling a deep understanding of idiomatic expressions, cultural context, and linguistic subtleties.

Language Pairs

- Iloko to English and Vice Versa
- Tagalog to English and Vice Versa
- Iloko to Tagalog and Vice Versa

EDUCATIONAL HISTORY

- **Doctor of Business Administration**
University of La Salette, Inc. (2023 - Present)
- **Masters in Business Management**
University of La Salette, Inc. (2020 - 2022)
- **BS in Business Administration**
Major in Marketing Management
Cagayan Valley Computer and Information Technology College, Inc. (2014 - 2018)