



Bldg.16 Street 769 Zone 45  
Matar Qadeem Doha, Qatar  
(+974)66180412  
niko.almelor@gmail.com

# John Nikolai Gonzalvo Almelor

---

## Objective

To work for a company that allows me to fully utilize my talents, demonstrate my work ethics and display my dedication in upcoming undertakings while also finding the opportunities to learn and develop further as an asset.

## SKILLS

- Creative writing (script writing, journalistic writing, poetry)
- Copywriting/ Copy editing
- Proofreading
- Editing (Journalistic, Technical, and English Language)
- Creative planning (marketing planning, communication planning etc.)
- Technical proficiency in communication gadgets
- Works under pressure
- Willing to learn new aspects in communication and work-related activities and processes
- Computer literacy on various types of software (Microsoft Office, Adobe Photoshop, Adobe InDesign, Adobe Premiere)
- Highly proficient in written and spoken English

## WORK EXPERIENCE

**Doha Bus Company WLL**— *Telephone Operator/ Fleet Coordinator*  
January 2019 – April 2020

As Receptionist/Telephone Operator:

- Greet guests in a courteous manner and provide assistance when required. ● Responsible for accepting calls from the hotline and/or transferring them to the concerned department.
- Give information such as bus timings, bus stop and kiosk locations, tours offered and their itineraries, and tour rates to existing and potential customers.
- Coordinate with Drivers and Kiosk attendants with regards to estimated time of arrival, guest details, and other operation concerns.
- Accept tour bookings over the phone.

As Fleet Coordinator:

- Responsible for distributing and collecting vehicle log sheets and pre-departure checklists to each driver.
- Give reports on the status of vehicles to the Maintenance team and Operations Department.
- In charge of distribution and allocation of petty cash for fuel for operation vehicles.

**CCK City Network Incorporated, Pasig City, Philippines** — *Proofreader/Editor*  
December 2012 – September 2017

- Assessed and edited essays of Japanese students in terms of grammar, syntax, comprehension, etc.
- Verified and did quality assurance work for other proofreaders.
- Supervised and provided grammar and system training for new proofreaders in the writing team.
- Contributed in the production of editing standards and answer guidelines for upcoming topics to be submitted to the client.

**Kings of the Court Philippines, Shaw Boulevard, Philippines** — *Contributing Writer*  
March 2015 - September 2017

- Did location coverage and submitted writeups of basketball games. ● Provided captions on player profiles which are shown on the website's social media page.
- Wrote feature articles on significant achievements of certain players.

**Topia Education Philippines Incorporated, Makati City, Philippines** — *English Language*

*Editor*

September 2009 - August 2012

- Edited and proofread essays submitted by Korean students.
- Produced syllabi and numerous training materials on several parts of speech.

**Teleperformance Philippines, Shaw Boulevard, Philippines** — *Call Center Agent*  
*October 2007-March 2009*

As Customer Service Representative:

- Took in calls from customers regarding concerns about their telecom accounts.
- Provided product knowledge to prospective and current subscribers of upcoming features and promos.
- Assisted subscribers in matters concerning their account.
- Served as liaison between subscriber and department concerned with escalation to relay information.

As Collections/Reinstatement Representative:

- Accepted payments for the reinstatement of accounts from subscribers.
- Provided information to customers whose accounts need reinstatement.

**Manila Bulletin Travel and Tourism, Manila, Philippines** — *Contributing Writer/Editorial Staff*

March 2008 - May 2009/May 2007-October 2007

As Contributor:

- Wrote articles and covered events related to the travel and tourism industry.
- Did location coverage and provided corresponding feature articles.
- Provided advertorials and writeups for featured products and events in the Travel and Tourism section as well as Manila Bulletin Travel magazine.

As Editorial Staff:

- Wrote several news feature articles for the Metro News section as well as assisting in the Editorial desk.
- Collected and collated news headlines from reporters for the News and Metro section of the newspaper.
- Did secondary quality control and fact checking of news

articles while providing assistance to desk editors present.

## EDUCATION

Collegiate

**Colegio de San Juan de Letran, Intramuros, Manila**— *AB Communication Arts*  
June 2003 - March 2007

Secondary

**Our Lady of Lourdes Academy, Tagkawayan, Quezon**  
June 1999 - March 2003

Primary

**St. Anne Academy, Sta. Ana, Manila**  
June 1992 - March 1994

**Tagkawayan Central Elementary School, Tagkawayan, Quezon**  
June 1995 - March 1999

## SEMINARS AND WORKSHOPS ATTENDED

**Construction Safety and Health Course for Site Safety Officers - Construction Manpower  
Development Foundation**  
September 15-19 2014

**Workshop on Essay Editing - Topia Education Philippines Incorporated**  
December 7, 2011

**English Grammar Seminar - Learning for Empowerment and Development Inc.**  
February 24, 2010