

Mona Liza L. Enriquez

Proofreader|Writer

[Online Portfolio](#) | [LinkedIn](#)

monaenriquez06@gmail.com

09360371715



Freelance Writer who uses social media to spread awe-inspiring stories. Has experience in proofreading, social-media managing, and copyediting. Flexible in developing plots, stories, or passages in any category with excellent grammar and cultivated knowledge of the English language. Has the ability to fact-check, edit, and ameliorate texts in a creative way. Imaginative penman, seamless reader, and sentimental creator willing to learn more through the world beyond fictitious writing.

SKILLS AND SPECIALIZATIONS

- Detail-oriented
- Quick-reader
- Proficient in the English Language
- Excellent Grammar
- Ability to meet Deadlines timely
- Multitasker
- Writing and Editing
- Strong Communication Skills
- Fast Learner and Keen Observer
- Team Player

WORK EXPERIENCE

2019

14-Day Work Immersion

Philippine Health Insurance Corporation

Arranging files, marking papers for delivery to PhilHealth clients, and running errands for superior employees.

2020-Present

Online Novelist (Contract-Based)

NovelNow: [Bound by Bane](#)

NovelCat: [Mismatch](#)

Collaborated with online writing platforms to create stories that would attract readers.

2021

Part-Time Editor

InsNovel

Revising, correcting, and paraphrasing AI-translated texts by adding flair to attract more clients to consume our published content.

2021-2022

Full-Time Proofreader

InsNovel

Spot-checking and correcting grammatical errors, missed punctuations, and incorrect spellings. Omitting repetitive sentences, rephrasing dull texts, and fact-checking excerpts if the information provided by the copyeditors is accurate.

EDUCATIONAL BACKGROUND AND ACHIEVEMENTS

2020-2021

Technological University of the Philippines

Bachelor of Science in Entrepreneurship

2018-2020

San Francisco Senior High School

TVL-ICT-Animation

2016-2018

San Francisco High School

(TLE: Technical Drafting)

- Best in Research with the topic of “Tardiness of Students Among Senior High School Students.”
 - 94% Rating in Oral Communication.
 - Graduated Senior High School with specialization in Animation NCII.
 - President’s Lister (1st Semester, Freshman Year).
 - Dean’s Lister (2nd Semester, Freshman Year).
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CHARACTER REFERENCE

Andrea Alethea T. Alindogan

Teacher 1, Tandang Sora HS
09687905254

I hereby certify that the above information is true and correct to the best of my knowledge and belief.


Mona Liza L. Enriquez
Applicant