**Monika Saraf**

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https://www.proz.com/profile/2243572 Oct,2018

Seeking opportunities as a Translator/ Subtitler/ Reviewer and Localization Professional. Open to part time or short-term projects, in case full time opportunities are not available. Have the Employment Authorization Document (EAD) for working in the USA.

I am a native speaker of Hindi. Have acquired reasonable translation experience as a volunteer subtitler at Khan Academy and TED Talks. I am a volunteer translator for Translators without Borders.

Volunteer work led me to working as a freelance professional translator/subtitler. I have been working with over fifteen global agencies for the past two and a half years. I have translated English TV serials and movies into Hindi.

**Skills, Knowledge and Abilities:**

* Strong oral communication and presentation skills.
* Excellent at PC applications.
* Proficient in MS office.
* Native level fluency in Hindi
* Familiar with GTT, Aegisub, Subtitle Editor, Amara, Sfera, Deluxe, Kato, Crowdin, GTS

**Professional Experience:**

* Freelance translator working with fifteen global agencies.
* Translated (6k minutes) which included all five seasons of a Netflix TV serial.
* Review/QA 1,500 minutes of videos.
* Translated user manuals.
* Attended harmonization meetings.
* Translated/reviewed questionnaires for health and beauty products.
* Translated Amazon, Sony, Netflix, Disney and Universal serials/movies.
* Transcriber and translator for TED Talks India Nayi Soch
* Created 23 courses on Scola, which include transcription, translation, question answers and vocabulary creation.
* Translated/Proofread dubbed scripts for children’s TV shows.

**Volunteer Experience**

* Translated/reviewed a 95k words project on Ecancer for TWB.
* Translated 26 talks on TED Talks.
* Translated 50 videos on Khan Academy.
* Working on a translation/proofreading project for Learning Equality as a TWB volunteer.

**Events**

* Attended TEDx Mile High as a translator invitee.
* Selected to attend TEDWomen 2017 as a translator.
* Attended SDL Trados Road show at Seattle.
* Participated in webinar “Quality Assurance in TWB Kató with lexiQA”.

**Qualifications**

* Qualified the Hermes Test for Netflix Hindi translator.
* IELTS: score of 8 band.
* Completed Localization Essentials course on Udacity.
* Completed Managing small projects course on Lynda
* Completed Project Management Simplified on Lynda
* Completed Project Management Fundamentals course on Lynda
* Completed Team Work Fundamentals course on Lynda

I have been managing new subtitling projects, doing volunteer translation work, managing home and volunteering at my kids’ schools. This is all because of my ability to adapt to new projects, adhere to deadlines, willingness to learn new tools, deliver quality work, pay attention to detail and perfect organization as well as time management skills. Being a mom of two teenagers, I excel in problem solving and multi-tasking.

I shall be happy to provide more education, work related information if needed. Unfortunately, I cannot disclose the names of projects or other companies I work for because of non-disclosure agreements.