

Sucheta Marathe

(PROZ & OHT Certified Translator)

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Professional Summary:

- * I have extensive 25 +years' experience as Software Project /Program manager across the globe.
- * Translation is my passion and I have been following it up since last 11+ years. Now I have converted the same into a full-time activity.
- * I am approved Freelance Translator on multiple renowned Translation agencies across the globe and a **PROZ Pro Certified member**.
- * As a freelance translator, I have been appointed as a **Linguistic Validation Consulted**. I have worked on localization projects.
- * Very well conversant and experienced user of **MemoQ**.
- * I am organized, meticulous (attention to detail), able to strategize and prioritize effectively to accomplish multiple tasks. I am well organized with good communication skills and command over languages in use.

ACADEMICS

- Master of Science (Electronics), Mumbai University, India.
- PMP certification (PMBOK), Project Management Institute, USA.
- CISA (Certified Information Security Auditor) trained

LANGUAGE PAIRS HANDLED

- **English to Marathi**
- **Marathi to English**
- **English to Hindi**
- **Hindi to English**

WORK EXPERIENCE

- **Experience as a Freelancer**
 - **Translations**
 - **Back translations**
 - **Proof Reading / Editing**
 - **Transcription**
 - **Transliteration**

(Areas of experience: General Text/letters/documents, Website Localization, Software Localization, Mobile Apps, Hardware, Information Security, Business Surveys, Questionnaires, Online Examination questionnaire , Healthcare, Medicine, Pharmaceutical surveys , Finance, UA/UI,)

Resume of Sucheta Marathe

- **Exposure as a Freelancer**
 - Subtitling

Tools:

Translation Tools

Expert - MemoQ

Exposed – SDL Trados (2019), Crowdin, WordBee

Expert - MS Word, MS Excel, MS PowerPoint

List of few recent Translation jobs delivered:

- Extensive experience (on going) of **Translation and Back translation (EN <>Marathi, EN<>Hindi)** for clinical trials, consent forms, patients' surveys, drug trials, medical reports etc. for translation firms in **UK and Ireland**. This is a continuous ongoing activity...
- **Transcribing and translating** audios following specific guidelines and writing conventions.
- **Create and record commands in English** to a digital assistant device
- **Marathi speech data to train and develop artificial intelligence algorithms**
- Extensive experience of translating text mass containing short texts of mainly general nature (more than 55000 words) in English >Hindi (On going work) for social media and news channel.
- (Localization) - Revision - 7500-word survey about software development technologies in English >Hindi
- Back Translation – Survey (MR>ENG)
- Legal document /response to notice (~2000 words) translated from English to Marathi
- Completed a book let (22 pages) translation from Marathi to English on Palmistry. The book was in Marathi (published in 1936) translated from original Sanskrit manuscript.
- Worked on Life Science project English to Marathi (1150 words)
- Worked on a back translation from Marathi to English
- Worked through Upwork as a Native Marathi speaker for a private Talent Cloud
- Submitted a proof reading assignment for an agency in USA **Marathi-English in healthcare domain**
- Delivered 8000+ words back translation job in **Marathi-English in healthcare**
- Delivered a short 200+ words **business text** from **English > Hindi** for One Hour Translations Company (was to be delivered urgently in 38 minutes)
- Delivered 80+ pages of translation, proofreading job in **English - Marathi of Insurance information** document for a regional website uploading.
- And more.....

Some Past translation jobs.....

- Delivered a job of **HR documents translation for SKF Ltd. in English - Marathi**
- Delivered a translation of 2700+ words **business speech** document from **English > Hindi for a Canadian based translation agency**
- Delivered a job of 4500+ words for Johnson & Johnson (medical back-translation project) in **Marathi - English**
- Delivered a job of 4200 words for UK based company for pharmaceutical project (back-translation) **Marathi -English**
- Delivered a translation project in English – Hindi (2800+ words)
- Worked for a pharmaceutical company for translation and Proofreading of a **Medical Project in Marathi**.
- Worked with an Indian based company for **English<->Marathi** translation of a **healthcare questionnaire**.

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- Translation and Proofreading for **pharmaceutical documents in English-Marathi**.
- Worked for Dubai based company for **proofreading (English) and validation for website localization**
- Delivered urgent work (delivery within 24 hrs) of translation and **Quality Assurance in English to Marathi** of an Internet based **Climate Survey**
- I have volunteered for the translation work of English to Marathi, for Software **localization of a Project Management Tool**
- And many more.....

Marathi is my mother tongue and **Hindi is a National language**. I have learnt Gujarathi and Sanskrit as additional languages.

EDUCATIONAL SUMMARY

Degree / Certification	Institute	Year of passing	Class / Grade
M.Sc (Electronics)	University of Bombay, India	May, 1987	First
B.Sc(Physics)	University of Bombay, India	May, 1983	First
Diploma in Oracle	TATA Unisys Ltd, India	October,1994	A+
PMP (Project Management Professional)	PMI (Project Management Institute), USA	Sept, 2005	Certified
CISA (Certified Information Security Auditor)	ISACA, USA	2013	(Trained)

PROFESSIONAL WORK HISTORY

Duration	Organization	Role / Job Description
Translations Experience		
May2015 – till Date	Full time Freelance translator	<ul style="list-style-type: none">• Translator• Proofreader• Back Translation• Software localization• Website localization
June 2010 – Aril 2015	Part time Freelance Translator	<ul style="list-style-type: none">•
June 2009 – June 2010		<ul style="list-style-type: none">• Translator• Proofreader
March 2006 – June 2009	Part time Freelance Translator	
IT Experience		
June 2015 – Jan 2019	I2I Pvt Ltd, Pune , India	Sr Consultant Delivery
June 2010 – July 2015	SQS Infosystems, Pune , India	Director Delivery – Managed Testing Practices
March 2009 – June 2009	TechMahindra Ltd, Pune, India	Program Manager/Group Head (Delivery Manager)

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January 2008 – February 2009	TCS Global Consulting Practices, Australia	Sr. Consultant
October 2006 – April 2007	IBM Global Business Services, Australia	Release Manager
April 1998 –Sept 2006	Tech Mahindra Ltd (formally Mahindra British Telecom Ltd.), India	Sr. Project Manager
Non-IT Experience		
June 2009 till date	Colleges /Institutes affiliated to Pune University	Visiting faculty for Undergraduate and Postgraduate degree courses in Computer science
October 1987 – April 1998	S.P.College, Pune,India	Faculty : Electronics & Computer Science

TECHNICAL SUMMARY

SKILLS	TOOLS	EXPERIENCE LEVEL
Packages	<ul style="list-style-type: none">• MS Project• MS Office (MS Word, MS Excel, PowerPoint etc.),• Visio• Lotus Notes	Expert
Translations Fonts	<ul style="list-style-type: none">• Wordfast• ShreeLipi• Baraha 8.0• KrutiDev etc.	Expert
Translation Tools	<ul style="list-style-type: none">• SDL Trados• Word bee• Crowdin• MemoQ	Exposed
DATABASE(S)	Oracle 8.X, Oracle 8i, MS-Access, Foxpro	Expert
OPERATING SYSTEM	Windows, DOS, Unix	Expert
Software LANGUAGE(s)	HTML, Visual Basic (VB), VB Script, JavaScript, VBA, C++, R, Python	Expert

Services

I guarantee for the quality of work delivered and meeting the deadlines /schedules stringently.

Personal Details

India Address (Permanent)	A-33 Swapnashilp, Ganesh Nagar, Opp. ICICI Bank, Kothrud, PUNE 411038 INDIA
Australia Address (Home Address)	86 Bardia Parade, Holsworthy, NSW 2173 AUSTRALIA
USA Address	7445 Old Redmond Rd, Redmond WA 98052

Professional References & Personal References

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Can be provided on request.