



Uma Kulkarni

Translation/ Localization Manager

PROJECT MANAGER/TRANSLATOR WITH OVER 12+ YEARS OF EXPERIENCE IN MANAGING MULTIPLE PROJECTS



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+91-7674978178



Hyderabad, India

SKILLS

- Creative and constructive thoughts

- Passionate about writing

- Strong grammar and punctuation sense

- Ability to work under pressure and meet deadlines

- Strong interpersonal skills/motivator with positive outlook

- Conceptual thinker and robust idea originator

- Flexible and easy to approach (for students, clients, and coworkers)

LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

Tamil

Full Professional Proficiency

Telugu

Full Professional Proficiency

INTERESTS

Singing, playing synthesizer, writing poems

WORK EXPERIENCE

Project Manager Day Translations

07/2021 - Present

Remote

Achievements/Tasks

- Determining the scope, timeline and budget for each project, Managing translators and coordinating the translation and editing process, and delivering.
- I take care of the overall communication by e-mail with clients, translators, graphic designers and all the participants involved in the process. TRANSLATION AND PROOFREADING

Project Manager wordwizard Services

01/2010 - 06/2021

Hyderabad, India

Achievements/Tasks

- Handled multiple projects for companies and individuals which ranges from a simple document translation to Interpretation and Language training services.
- Responsibilities: - Manage Schedules, organize office functions and oversee daily operations of the office. - Hire, train, and on-board resources. - Analyzing client information and campaign strategies and - Define the scope and provisions of the contract. - Identify new strategies, approaches or workflows with clients for continued improvement
- - Effectively communicating with clients, linguists and colleagues with goal of ensuring customer satisfaction - Set, manage and reconcile accounts and salaries of the resources (for 20-30 freelancers/month) - Few of the clients I worked for include Deluxe Media, IYUNO, Sun Pharma, Volvo, CMS and Microsoft

Transcription Team Lead Deepgram

08/2020 - 06/2021

Remote

Achievements/Tasks

- Managed and supervised a team of 30 transcribers Role involved distribution of work among the team members, setting targets and assisting them in achieving them, make sure the team objectives are met, create accurate and precise Monthly reports, organize meetings and coordinate with the team activities.
- -creating transcription style guide --translating process documents --interviewing transcriptionists --using internal software to transcribe audio --working closely with various "roles" to achieve project goals

KEY SKILLS AND STRENGTHS

- Creative and constructive thoughts - Passionate about writing - Strong grammar and punctuation sense - Ability to work under pressure and meet deadlines - Strong interpersonal skills/motivator with positive outlook - Flexible and easy to approach (for students, clients, and co-workers)

EDUCATION

M.A. English Annamalai University

04/1994 - 05/1996

Neyveli. Tamil Nadu