

Monika Saraf

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Seeking opportunities as a Translator and Localization Professional. Open to part time or short-term projects, in case full time opportunities are not available.

Skills, Knowledge and Abilities:

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

Professional Experience:

- Freelance translator working with twenty global agencies.
- Subtitled 9,213 minutes which included all five seasons of a Netflix TV show.
- Review/QA 2,722 minutes of videos.
- Translated from Hindi to English 502 minutes of script and QA ed the transcription for same.
- Subtitled Amazon, Sony, Netflix, Disney, Panasonic, Paramount, Facebook, You Tube, Warner Bros, Fox and Universal shows/movies.
- Translated comedy, political thriller, kids, reality, drama, horror, comedy science fiction, adventure and sitcom genres.
- Translated user manuals.
- Attended harmonization meetings.
- Translated/reviewed questionnaires for health and beauty products.
- Transcriber and translator for TED Talks India Nayi Soch
- Created 23 courses on Scola, which included transcription, translation, question answers and vocabulary creation.
- Translated/Proofread dubbed scripts for children's TV shows.
- Worked on translation, proofreading and backtranslations of Child health questionnaires, phone interview guides for clinicians. I have also worked on QA for patient reported outcomes and clinical trials.
- Have been evaluating and giving feedback for translator tests.
- Worked on translation of 10k words of news items.
- Worked on Post Machine editing and translating token words and translated sentence evaluation.

Volunteer Experience

- Translated/reviewed a 95k words project on E-cancer for TWB, 20k words for Smile Train.
- Translated 30 talks on TED Talks.
- Translated 50 videos on Khan Academy.
- Worked on translating/reviewing Kolibri platform into Hindi for Learning Equality as a TWB volunteer.
- Worked on subtitling Android videos into Hindi.
- Working as a Volunteer content writer for Women In Localization.

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 Game Localization course on Udemy
- Completed Teamwork Fundamentals course on Lynda
- Completed Scripting training at Sfera.

I have been managing new subtitling, translation, proofreading projects, looking for new clients, 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 agencies I work for because of non-disclosure agreements.