

MANMOHAN KAUR (760) 807- 9572  
Spec Translations Inc.  
US Citizen  
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Certification:

Certified Language Tester for American Council of Teaching Foreign Languages (ACTFL, Punjabi in 2010)

Membership:

ITA (Indian Translators Association)  
ATA (Voting member of American Translators Association)  
National Language Service Corps (Membership)

Qualifications

Localization Expert with extensive experience in utilizing localization and terminology management tools, managing multiple projects in Hindi & Punjabi languages with hard deadlines, linguist testing and training manuals, developing training manuals for linguists, reporting, and updating information in TMs, maintaining project records, and delivering utmost quality of translation with minimum turnaround time. Over 16 years' of practical experience in English to Hindi & Punjabi Translation & transcription projects.

Good knowledge of Windows, MS-Office (Word, PowerPoint, Excel), Outlook, Internet, HTML, InDesign, Photoshop, and recording tools.

**Translation Tools:**

Operated with multiple Localization Tools, such as SDL WorldServer, SDL Studio 2022, MemoQ, WordFast Pro, Idiom WorldServer, XTM, and SDL Phrase Finder.

**Work History:**

Oct 2007 – Present

Working as a full time Hindi and Punjabi linguist and as President & CEO of Spec Translations Inc.

Daily activities and Responsibilities include the following:

- Plan the future direction of Spec translations, Inc.
- General Administrative responsibilities for Banking, Payroll, Certifications etc.
- Interface with clients, identify new opportunities.
- Find new clients.
- Provide quotes for translation, editing proofreading and language interpretation projects.
- Provide quotes for Interpretation services.

- Screen potential vendors for providing language services.
- Work with vendors in coordinating various translation projects.
- Work directly on Translation, Editing and Proofreading projects.
- Work with accounting personnel for expense control, payroll etc.
- Senior linguist for Amazon Alexa ongoing project for India.
- Hindi linguist for localization project for WhatsApp with FB.
- Senior Linguist for Department of State & Department of Justice through various agencies for Hindi & Punjabi projects.
- Senior linguist for LA Care medical insurance and Kaiser Permanente.
- Senior Hindi and Punjabi linguist for US Election projects since 2010.

July 2006 - Sep 2007

Executive Secretary to Trust in a 400 bedded Medical Institute & Cancer Center, New Delhi, India.

- Provided administrative support to the Trust consisting of 7 members of decision-making Management.
- Scheduled their day-today calendar and meetings.
- Designed and implemented new governance management for the department.
- Scheduled interviews of doctors and other healthcare staff and dealt with patient's queries & bills.

April 1997 - May 2006

Worked as an Executive Assistant to Principal and Chairman in a Public School, Delhi, India.

Jan 1996 – March 1997

Worked as a teacher in a Public School, Delhi, India.

Worked as an Assistant Teacher in a Public School, Delhi, India.

## EXPERIENCE

16 years of experience in the field of Translation, editing, proofreading & transcription.

7 years of Quality Management for TransPerfect for all the Indian languages.

Performing DTP tasks using most popular applications, e.g., Adobe, InDesign, Photoshop, Illustrator, QuarkXpress.

## Government:

FEMA (Hurricane Sandy Survivors), USCIS, Department of Justice, Department of State (Daily briefings), Department of Motor Vehicles (California), State of California (VIG & TOPL, Election projects for Hindi & Punjabi) ITAR, Bureau of Labor Statistics, Safety & Environment enforcement, LA County Election Committee (2016 Primary elections & 2018 General elections material), Census

Bureau, Citizenship & Immigration Services, Transportation Security Administration, SBA & FBI (Rewards for Justice Program).

#### Medical/Pharmaceuticals:

COVID-19 information, warnings, guidance, and instructions; Medical questionnaires, patient information and informed consent forms, Amendments to Protocols, Drug information sheet, Questionnaire, Analysis reports for DECLARE-TIMI 58 (Diabetes and cardiovascular), Pfizer Inc. (HER2-negative advanced breast cancer), Gastrointestinal Endoscopy, consent sheet for 13-VALENT PNEUMOCOCCAL CONJUGATE VACCINE; Quorum (Study for Cardiovascular Disease or Multiple Cardiovascular Risk Factors), LEADER® study for Canada, ICF for World Health Organization - Department of Reproductive Health and Research, Gestational diabetes, Pfizer SPIRE 1 study, Physicians Committee for Responsible Medicine, AstraZeneca (Prevention, Control and Management of Non-Communicable Diseases in Children and Adolescents), The FLUTTER® device, HER2 Pre Screening & Study Protocol: SB3-G31-BC for Samsung Bioepis Co., Ltd., Novo Nordisk study EX22113748, ODYSSEY results for Sanofi-Synthelabo (India) limited and many more.

#### Marketing:

Market Surveys, market analysis, Proposals, Press releases, brochures, posters, background materials.

#### Technical:

John Deere, Caterpillar, Technical documents, machine manuals, aeronautical glossary, safety manuals, Product description & Process.

#### Social Media & Mobile Apps:

Pinterest Website, Facebook a/c, Google, Microsoft, Nokia, Blackberry.

#### Gaming & Gambling:

Android mobile games, translated sportsregras in Hindi (<https://sportsregras.com/hi>), Tagged.com in Hindi and Punjabi, Gaming controls and user interface, translated Online games for Onlinerealgames.com like Image Master, Talk & toy, SuDoKu, Wargaming, Frogmind etc.

#### Business & Economics:

Memorandum of Association, Articles of Association, Minutes of Meeting, Annual Reports, Company Product Presentations, Company Letters, Phone manuals, operator manuals, Barnes & Noble, MoneyGram.

#### Travel & Tourism:

Tourism brochures, website content and articles for Creative Travels & Tours.

#### Culinary:

Marketing campaigns for McDonald's, Coca-Cola, Pepsi, and website localization for Star of India chain of restaurants in the US.

#### Movies & Media:

Advertisement copy, sub-titles, TV scripts.

#### Literature:

Short stories, children's literature, non-fiction books.

#### Legal:

Criminal: Statements, Legal Correspondence, Transcripts of Police Interviews & Interrogations, Court-rulings.

Civil: Sales Contracts, Contracts, Birth Certificates, Degree Certificates, Transcripts, Tenders, appeals, news coverage etc.

#### Insurance:

Blue Cross Blue Shield of Illinois, Kaiser-Permanente, CHW Member evaluation, Medicare Fraud, Waste and Abuse & HIPAA, VRI Agreement Card, MMAI Welcome Kit, Anthem, Inc., Customers' appeal letters, USDA, National Appeals Division, Aetna Wellness Checkpoint Content, Medicare – Medicaid plans.

#### Transcription:

Department of Justice; phone calls translated from Hindi to English and Punjabi to English.  
Several calls between inmates and interpretation officer from Hindi to English

Working for different translation agencies, translated Software, Reports, Website Content, Journals, Tour Itinerary, Medical, Pharmaceuticals, Gaming websites, Clinical Trials, Legal and Technical documents, Advertising and Marketing Literature, User guides, Training Manuals for many Indian and Multinational Companies. I translated many articles, different kind of writings, short stories in my language pairs for English, Hindi and Punjabi Magazines and Journals etc. I have done Translation in different fields like Business, Finance, Science, Automotive, Contracts, Engineering, Technical, Legal, Website localization, Literature, Certificates, clinical trials, Government documents etc.

Translating a bi-monthly magazine & marketing brochure of Phytonics Enterprises, India for the last 5 years in Hindi & Punjabi.

Done several translation projects as freelancer for Reader Digest, DMV, MCOC, GAC, Nokia, Sony, Bausch and Lomb (Posters), Smith & Nephew (Ethical policy), Phytonics USA (Brochure), PMW Inc. in Software and hardware documentation, MCP Gov (Marketing documents), Alzheimer's Association (Playbook for Alzheimer Disease), Creative India & Indian Routes (Travel & Tourism in India) and phytonicsindia.com (Website Localization), IDS Infotech (for Aviation documents translation in Hindi), Aviation Professional Dictionary (India), Clinical Trial (USA), Census Documents Translation (USA for Indian region) & Betty Brosmer (website localization), IEP Report for Children under Special Education & worked on translations of many consumer, medical and marketing surveys.

I have been aiding in translation for IDS Infotech, India for their Aviation project in Europe.

I have done Translations in different fields like Business, Finance, Marketing Research, Science, Automotive, Contracts, Engineering, Technical, Legal, Website localization, Literature, Education & Medical etc.

Did Medical transcription for a Hospital in Delhi, India for a year.

Proficient in English, Hindi & Punjabi languages – Editing, Proofreading and Translation.

Also arrange digital dubbing and voicing in all Indian and foreign languages.

#### Education

Masters' Degree in Linguistic Skills (IGNOU)

Bachelor of Business Studies with Hindi & Punjabi languages (Delhi University, India)

Advance Diploma in Computer Applications (F-Tech, India)

Diploma in Translation Skills, Language Interpretation and Translation

#### Knowledge

Have intricate knowledge of the Microsoft Office suite, HTML, DHTML, Internet, Windows, and Photoshop.

#### Applications

- MS Office
- Adobe Acrobat Pro DC
- Adobe InDesign CS3 ME
- Adobe Photoshop CS3 ME
- Adobe Illustrator CS2 ME
- Adobe PageMaker 7.0
- Adobe Frame Maker 7.0
- QuarkXPress 7.0
- Corel Draw 12
- AutoCAD 2005
- SDL Trados 2022
- SDLX 2006
- STAR Transit 3
- MS LocStudio/Helium
- Lotus Notes / Domino (Designer and Administrator)

Languages: English, Hindi, Punjabi (Gurmukhi).

#### Skills and Abilities:

MS-Office -- Microsoft Word, Excel, Power Point, Access, Publisher

Communications -- Good written and verbal presentation skills. Use of proper grammar and have a good speaking voice.

Interpersonal Skills -- Able to get along well with co-workers and accept supervision. Received positive evaluations from previous supervisors.

Flexible -- Willing to try new things and interested in improving efficiency on assigned tasks.

Attention to Detail -- Concerned with quality. Produce work that is orderly and attractive. Ensure tasks are completed correctly and on time.

Dedicated and focused to meet the project deadlines.

Manmohan Kaur  
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