**SUMMARY**

I have over 6 years of experience as Lead translator, project coordinator and freelancer in the Translation & Localization Industry specializing in French and English with native read, write and spoken fluency in Hindi and spoken fluency in Punjabi.

I have successfully managed projects from inception to launch for various clients. I have managed UI/UA Translation & Localization project – Analyzed and discussed requirements with client, defined project scope, planned tasks, created handoffs, coordinated with in-house translators and LSPs around the world, performed quality checks and testing on handbacks, scheduled and completed all aspects of project localization, to provide timely and quality delivery of content with native user experience to clients such as Renault, Alcatel, Orange and Embassy of Gabon.

I have always been a learner and a team player with zeal to accomplish targets on a timely basis. These projects have highly contributed in developing my personality and imbibed a sense of responsibility, management, precision, multi-task and deal with tight deadlines and time pressure.

**EDUCATION**

* 2013 – 2014 **Certificate in Localization: Customizing Software for the World**

University of Washington, Seattle

* 2005 – 2007 **Master of Arts** Major – French

Department of Germanic and Romance Studies, University of Delhi

* 2002 – 2004 **Diploma in French (VI Semesters)**

Alliance Française de Delhi

* 1999 – 2002 **Bachelor of Arts** Major – English

S.G.T.B Khalsa College, Main Campus, University of Delhi

**SKILLS**

* Translation Software: SDL Trados, SDL Passolo, Transifex
* Desktop Publishing Software: Corel Draw, Adobe Photoshop
* MS Office: MS Word, MS Excel, MS Powerpoint
* Familiar with XML and HTML
* Languages: English, French, Hindi, Punjabi

**PROFESSIONAL EXPERIENCE**

* **Independent Consultant/Freelancer Since Jan ’14**

**Freelance translator**

* Managed all aspects of document translation and localization from:
* French - English
* Hindi - English

**Associate Project Manager**

* Collaborate with project team members to assess scopes of work.
* Develop bids and prepare schedules based on client needs.
* Coordinate activities of external resources (e.g. linguists, DTP specialists, etc.).
* Ensure strict adherence to deadlines, budgets and the completion of high quality deliverables.
* Collaborate with Vendor Manager as necessary.
* Assist in the creation of custom workflows and project instructions.
* Set up and launch projects by providing relevant budgets, schedule and project scope information to the project team.

**EUROSCRIPT INDIA (Delhi, India) Apr ’08 – Nov ’13**

euroscript is an international service provider supporting customers from around the world and leader in Global Content Management Solutions. Its language service portfolio ranges from document creation, pre-­production, translation and localization, terminology management, post­-processing, multimedia, interpretation and single ­source publishing.

* **Multilingual Localization/Translation Project Lead Aug ’09 - Mar ’13**

**UI and UA localization project from English to 42 languages**

* Successfully managed multilingual localization/translation project for a reputed technology client.
* Developed understanding of the project scope and client requirements.
* Analyzed the product to be localized.
* Determined tools to be used.
* Managed creation of glossaries and terminology for the project.
* Determined the resources required for the job by looking at the target language set.
* Drafted & communicated project instructions to the team as per client requirements.
* Coordinated handoff and handback process – Structured the source files by Region/Languages, scheduled delivery timeline.
* Allocated files along with instructions to in-house translators and LSPs.
* Bug management - conducted UI/Linguistic QA and communicated feedback to translators.
* Prepared and sent periodic review and progress reports to the client.
* Tracked issues with translators, helped with their queries and concerns.
* Ensured best quality of all localization deliverables.
* **Translation Project Lead**
* Managed several Translation and Localization projects for French to English for clients such as Renault, Alcatel, Orange, Embassy of Gabon and more.
* Translating and proofreading the documents from French to English in the following domains: Electrical, Aeronautical, Automotive (Automobile manuals, Test specifications), SAP - Implementation, IT (programming, testing and application development), Websites and Technical Service Reports.
* Terminology Management – Compiled glossaries, previously translated similar documents, list of acronyms, technical terminology and translation memories.
* Recruited & Mentored junior translators

**INTERNATIONAL POLYTECHNIC FOR WOMEN (Delhi, India) Jun ’07 – Mar ’08**

* International Polytechnic for Women provides vocational education. It commenced its professional programs in 1979 and awards degrees and diplomas in various fields.

**French Instructor**

* Taught French to students studying Travel and Tourism.
* Monitored and evaluated the performance of students by giving assignments and tests.
* Employed a variety of instructional techniques, standard grammar instruction.
* Managed all aspects of classroom such as lesson planning, grading, individual tutoring and counseling, assessing student performance and administration.

**PERSONAL DETAILS**

* Work Status: Green Card
* Interests: Internet surfing, Music, Cooking, Reading, Cultures
* LinkedIn: <http://www.linkedin.com/pub/deepti-saini/14/818/6a8>