

HENRIKA PERSIS

Email id: henrikapersis@gmail.com

LinkedIn: www.linkedin.com/in/henrika-persis-32a4a6137

Phone No: +91 99947 69087

Address: 2/541-E, Ambedkar Nagar, Thadangam, Dharmapuri-636705



Professional Summary

Dedicated English-Tamil, English-Hindi, Tamil-English, Tamil-Hindi, Hindi-English, Hindi-Tamil translator with years of experience working in professional and scientific communities. Exceptionally accurate translation skills, including simultaneous translation between all parties during teleconferences and in-person meetings. Diverse translation work including proprietary scientific materials and large-scale executive organization documents. Consistently relied upon for verification and correction of translated materials. Experience teaching other translators through one-on-one mentoring and professional development courses. I am cultural relationships and have created extensive informational material and coursework to help colleagues understand and develop cultural sensitivity.

Skills

- Fluent in Tamil, English, Hindi, including colloquialisms, business vocabulary, and scientific terminology.
- Experienced with several computer programs, including Microsoft Office, Ace Translator, and HTML.
- Extremely precise and dedicated.
- Comfortable with both verbal and written communication, including preparing and giving presentations.

Work Experience

Senior translator (2022 – present)

- Translate written and verbal communications between English, Tamil and Hindi.
- Serve as on-call translator for teleconferences as required.
- Mentor intern translators, including teaching internal professional development courses and reviewing final project materials.
- Train new hires on company-specific translation standards, including proper handling of proprietary material.
- Provide review and verification of translation work as required, including materials created by third-party translation services.

Translator (2020-2021)

- Translated communications between Tamil and English and Hindi Speaking parties as required.
- Travelled with company executives on foreign trips to serve as translator and executive assistant.
- Completed backlog of written translations and entered information into digital database.
- Authored informational booklet of common phrases and cultural mannerisms to help colleagues during Received Outstanding Employee recognition.

Translation Intern (2018-2020)

- Participated in intensive professional training program translating written and verbal communications.
- Completed final project translating proprietary scientific study materials, including procedures, observations, methodologies, and results.
- Earned perfect score on final project.
- Briefed translated materials to foreign counterparts via video conference.

Education:

- BSC Computer Science at Shrimati Indira Gandhi College, Tiruchirappalli - 2022
- Diploma in Electronics and Communication Engineering at PSNRM College for Girls, Tiruchirappalli – 2018
- Higher Secondary at Savitri Vidyasala Girls Higher Secondary School, Tiruchirappalli - 2016