

Curriculum Vitae

PARNA DEY

Email: parnadey630@gmail.com • **Address:** West Bengal, India

Passionate freelance translator and content writer with 4+ years' experience in English to Bengali translations. Successfully translated over 10,000 words. I am a quick learner, hardworking and Client oriented when it comes to accomplish the tasks. I carefully examine my work for errors, making an editor and proofreader job easier and streamlining your process.

EDUCATION

2018-2020 • The West Bengal University of Teacher's Training, Educational Planning and Administration
Professional Degree in Bachelor of Education

- ✓ Central Teacher Eligibility Test Qualified (2019)

2016-2018 • University of Calcutta {Alipore Campus, Kolkata}
Masters of Arts in Political Science

- ✓ Dissertation on Urban Poverty

2013-2016 • University of Calcutta {Vivekananda College}
B.A (Hons.) in Political Science

LANGUAGES

- ❖ Bengali: Native
 - ❖ English: Near Native
 - ❖ Hindi: Communication
-

WORK EXPERIENCE

August 2021 – Present

Project Manager at Multiling Solutions, A Division of PPTS India, Pvt. Ltd.

Core Responsibilities:

- Project Management
- Planning Activities
- Providing Administrative Support
- Keeping Records
- Monitoring progress and updating Client about it
- Managing Deliverables
- Time Management
- Strategic Planning

March 2021 – December 2021

Sub Editor at Himank Journal (<https://himankjournal.in/>)

Core Responsibilities:

- Political Content Writing
- Editing Articles

June 2018 – Present

Working as a **Freelance Translator** (English to Bengali)

Translation Experience

- Translated UI/UA Strings of renowned Social Networking Sites
- Translated Legal Strings of Snapchat
- Translated various Legal documents
- Edited religious Scripture (Bible)
- Translated Websites
- Subtitled content for Lionbridge
- Translated Videos for YouTube Subtitling
- Translated & Proofread Survey strings and Marketing content for Amazon and various e-commerce platforms
- Regularly Proofreading UI/UA strings and Marketing Content at Box

Translation Tools:

1. Translation Workspace Xliff Editor
2. Transifex
3. MemoQ
4. Coach Lingo

❖ System: Windows 10, Microsoft Office Suite 2019

CERTIFICATE

- Global Links Competition 2017, US Consulate General Kolkata
Awarded with the Certificate of Recognition for contributing creative ideas to “EMPOWER WOMEN EMPOWER SOCIETY” competition.
- Certificate of Lionbridge Translation Workspace / Xliff Editor Training

HOBBIES

- Painting
- Reading
- Feeding Strays