# S U M M A R Y

Experienced Transcriptionist, Editor, and Proofreader adept at accurately transcribing audio/video, editing content, and meticulously proofreading. Skilled in multitasking and meeting tight deadlines. Strong communication skills ensure precise collaboration with clients. Committed to delivering exceptional quality in all tasks.

# S K I L L S

### Excellent Listening Skills Typing Speed and Accuracy

### Research Skills Attention to Detail

### Adaptability Confidentiality

Communication Skills Time Management Skills

**PRATTIPATI SRIDHAR**

**E D I T O R / T R A N S C R I P T I O N I S T**

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# W O R K E X P E R I E N C E

# *I have been working as a freelance transcriptionist, editor, and translator for the past five years, specializing in Telugu to English, English to Telugu, Hindi to English, and English to Hindi translations. Currently, I am also freelancing as a response grader for AI-generated responses to prompts. This role involves evaluating the quality, relevance, and accuracy of AI-generated content.*

## S&P Global

Editor • 2015 - 2019

Editing of transcribed documents. Compilation of edited segments and uploading the file. Checking scores and TAT of previous day’s calls and updating Team Leader.

### Monitoring quality of transcribers and giving them regular and prompt feedback.

Regularly updating the team leader about issues, i.e., team’s performance, technical problems.

## FactSet Systems India Private Limited

Editor 1 • 2010 - 2014

Editing of transcribed documents. Compilation of edited segments and uploading the file. Checking scores and TAT of previous day’s calls and updating Team Leader.

Monitoring quality of transcribers and giving them regular and prompt feedback.

Regularly updating the team leader about issues, i.e., team’s performance, technical problems.

## Nuance Transcription Services India Pvt. Ltd

Editor • Jan 2008–Aug 2010

Prime responsibility for proofing and editing the files done by the Voice Recognition Software (Dictaphone Platform).

Making 100% accurate and error free documents. Expand job-related knowledge and skills to improve performance and to adjust to changes.

To organize and prioritize assigned work, and scheduled time to accommodate work demands, TAT (Turnaround Time) requirements, and commitments.

# E D U C A T I O N

## Bachelor of Science in Computer Science

Acharya Nagarjuna University • 2002–1999