# PROFILE EXPERIENCE

Translator/Editor (English to Tamil and vice versa).

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SUMITHRA S

TRANSLATOR| TRANSCRIPTIONIST|RESEARCH

Specialized in Transcription, Subtitling, Proof reading, Transcreation,Copy writing and Interpretation.

Skilled in Research, Online research and market research.

# SKILLS

## Management skills

* Problem solving
* Decision making under pressure
* The organization of teamwork.

## Computer skills

* Advanced knowledge of MS office, Internet, Marketing analytics and social networking

## Team work and Flexibility

* Ability to collaborate in large teams and easily adapt new working conditions.

## FREELANCE TRANSLATOR, TRANSCREATOR, TRANSCRIPTIONIST &QUALITY ASSURANCE • UPWORK • FROM 2017 TO PRESENT

Translation and revision of over 2000 pages of wide range of texts and documents regarding financial, film, technical, communication, sales and business agreements, etc. from English to Tamil language.

Duties include Transcreation of hotel services and promotions. Transcription of live conversations between Tamil speakers.

In charge of assuring the quality of Transcription.

# EDUCATION

BACHELOR OF ENGINEERING AND TECHNOLOGY- INFORMATION TECHNOLOGY

# LANGUAGES

English Tamil

Srilankan Tamil

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