**UMA ARUNACHALAM**

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An MBA graduate with ~1**5** years of experience in various fields of work, I have an exemplary career record in **Translation, Transcription, Content Creation, Assessment, Editing and Proof Reading.** My expertise, attitude and commitment towards work have helped clients to achieve desired high quality results within given timelines.

# Education and Experience:

# 2007 - Now: Freelance Linguist (Transcription, Translation, Assessment, Review & Voiceover)

# 2004-06: MBA (Finance & Marketing), Pondicherry Central University

# 2000-03: Bachelor of Commerce, Holy Cross College, M.S University. (I Rank –English; IV Rank - Commerce)

# Others: Higher secondary education with Tamil as primary language and Secured 96% (State Rank)

# Scope of Work:

* **Translation**: Have worked with various agencies from India, Singapore, USA and UK for translating audio, video, brochures, reference materials, questionnaires, websites, manuals, news editorials from English to Tamil & Tamil to English language pairs. I have supported media companies to translate and QA subtitles from English to Tamil & Tamil to English with quick turnaround time.
* **Transcription**: Have good experience in transcribing audios and video contents for around 10,000 minutes that of lectures, interviews, group discussions, panel discussions, earnings calls, investor conferences, speeches, entertainment contents such as movies scripts and TV shows in strict or clean or full verbatim styles as required. I have good typing speed of around 60-65 wpm and have expertise in Tamil & English equivalent to native speaker.
* **Transcreation:** Trans-creating contents in Tamil, having the flavor of local culture, original style and intent in tact so that the target audience can understand the message with emotional salience
* **Language Assessment:** Assisted faculty members and eLearning companies in assessing assignment papers, work sheets and role plays in Tamil language as per rubric and assessment standards.
* **Linguistic Review:** Performing post-translation review and editing contents to ensure the translated content meets clients’ standards, reviewing documents and checking for language accuracy and consistency in using terminologies, giving annotations wherever required, reporting bugs and verifying fixes

# Expertise:

# Art & Literature, Banking & Financial Services, Commerce, Economics, Education & eLearning, Entertainment, General, Humanities, Healthcare, Human Resource, Sales & Marketing materials, Politics, Sports, Web contents, Youth and Children

# Software:

# Acrobat Reader, Microsoft Word, MS Excel, MS PowerPoint, SharePoint, WinRaR, WinZip, Audacity, Sfera, Xbench.

# Clientele:

# Verztec Consulting Pte Ltd, Avant Assessment, CLS Communication, Deluxe and other media agencies & publishers

# Personal Information:

* **Languages known:** Tamil(Native), English(Bilingual), Hindi(Beginner)