

Sneha Gupta

Freelance Linguist

Vadodara, Gujarat, India | 9427643564 | sneha.linguist@gmail.com



Summary

A German language professional with second masters in Linguistics. In a carrier spanning close to a decade I have gained an insightful experience of overseeing the international Operations, Process Management, Business Development while doing translation, interpretation, localization and providing technical support.

Work experience

External Consultant July 2016 - continuing

[IIT Mumbai, Powai](#)

Dept. of Electrical Engineering, IIT Mumbai

- Thorough review of transcription and annotation of huge audio data (English story recitals by children from Govt. primary schools)
- Contribution towards building the dictionaries to be utilized in automatic speech recognition system.

LETS project, IDC Dept. IIT Mumbai

- Review and transcribe the English story recitals by children from Govt. primary schools.
- Provide grading to the audio samples based on various axis of pronunciation and prosody.
- Identify the areas and aspects which play the foremost role for voice sample grading.

Business Analyst - German language March 2012 - July 2012

[IBM India Pvt. Ltd.](#)

- Perform Translation & Interpretation in technical domain (especially for automobile field)
- Provide end to end language support for the project related to CAD applications users of BMW Germany.

Part time Admin. assistant October 2011 - December 2011

[Goethe Institut \(MMB\) Bangalore](#)

- Help out the admin team by performing reconciliation of their back log data for INR and EURO accounts.
- Reorganize the inventory for annual audit purpose.
- Assist in settling the new office location by purchasing office related articles and Elec. Equipment as per allocation of annual budget.

German Language Expert June 2008 - May 2011

[TAS - Textualanalytics.com](#)

- Rearranging the "German lexicon" project in order to make data extraction more accurate for the annual report analysis.
- Language Analysis, Classification, Taxonomy mapping according to various projects along with analyzing US GAAP and German GAAP.
- Perform Translation & Interpretation as per process requirement especially for their client BDS-'Bundesanzeiger'.
- Help out the technical team working in natural language processing (NLP), information extraction and web information processing with German language related issues.

Skills

Translation, interpretation, localization



In my professional tenure I have explored different aspects of translation & interpretation in start up companies as well as large MNCs.

Languages Known:

Gujarati - Speak, Read, Write (Native speaker fluency)

Hindi - Speak, Read, Write (Native speaker fluency)

English - Speak, Read, Write (Professional fluency)

German - Speak, Read, Write (Professional fluency)

Team Leader - German language specialist December 2008 - March 2011

[HCL Capital Market Services, Bangalore.](#)

Team Leader, June 2007- March 2008

- Maintain reports of all the confirmations and data along with ensuring quality – accuracy of the process
- Interact with the Interface team in German language in day-to-day issues and weekly calls regarding the migrated 'Audit confirmation process'.
- Supervise day-to-day operational activities and prepare reports that indicate team performance in order to identify the area of improvement.

HCL Capital Market Services, Bangalore
Senior Process Executive, Jan 2006 – May 2007

- Interpretation, translation and maintaining a smooth communication through phones, emails among reconcilers, interface & agents in German language.
- Provide onsite translation of correspondences related to trades, training materials, manuals etc during migration of the finance process.

HCL Capital Market Services, Chennai
Process Executive, Dec 2004 – Dec 2005

- Create Desktop Procedures for the respective profiles and also getting it approved by the clients in Germany.
- Perform reconciliation for accounts held by Deutsche bank Frankfurt.
- Thorough usage of Smart Stream Reconciliation Software, Summit & SWIFT.

Sr. Customer Care Exe. German language April 2004 - July 2004

[Azure Knowledge Corporation](#)

Sr. Customer Care Exe.(A Project based on survey of German IT market)

- Handling live calls & voice based lead generation for "Usage of IT & software products in small & middle business throughout GERMANY" project.
- Basic translation of the questionnaire of the project and software adoption of the same.
- Ensure & supervise the quality of the calls & their follow-ups.
- Reports of daily data figures & month-end reports according to targets achieved.
- Training team members in handling calls by means of mock calls.

Advertisement Executive November 2002 - December 2003

[Sambhaav Group of Publications](#)

- Co-ordination with Ad-agencies.
- Plan out new supplements & special features.
- Workout layouts of advertisements & ad-features.
- Arrangement of scheduling & release orders.
- Develop direct & corporate clientele.

Education

Otto-Friedrich-Universität Bamberg September 2013 - March 2014

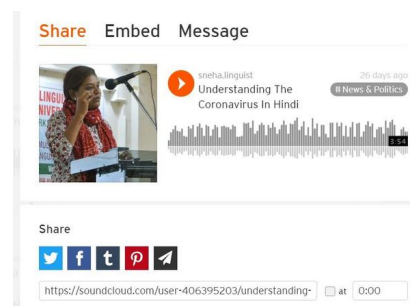
[Winter semester in Linguistics studies](#)

Was awarded a fellowship to study as an exchange student at Otto-Friedrich University of Bamberg, Germany during my 3rd semester (Sep. 2013-Feb. 2014).

- 1) Oral presentation "Code switching in Gujarati" in the course of 'Languages in contact: areal linguistics'
- 2) Oral presentation "Kinship terms in Gujarati" in the course of 'Language typology and linguistic universals'

Translation and Voiceover

Translation and voice over for 'Cultural survival' related to the awareness announcements about Corona Calamity.



Radio announcement - Hindi

www.culturalsurvival.org

Voiceover and subtitling

My volunteered work (translation & voice over) for a social cause on local economics for an international organization.



Going Local!

www.localfutures.org

Translation of children stories

My volunteered work for StoryWeaver, a digital repository of multilingual stories for children from Pratham Books.



Translation in German

www.storyweaver.org.in

Masters of Arts (MA) Linguistics

July 2012 - May 2014

The Maharaja Sayajirao University of Baroda

I studied the basic subjects of linguistics – morphology, phonology, syntax, semantics, historical Linguistics & applied Linguistics. I have had the best opportunity to get practical work experience in computational linguistics, NLP and data extraction. In my 3 years tenure with a software firm based in Bangalore - I helped reorganizing the information extraction process for annual reports through my German language skill. I also initiated the “German lexicon” project while doing Classification of words by ontology creation and taxonomy mapping according to various projects - in order to make data extraction more accurate.

Master of Arts (MA) German

July 2000 - May 2002

The Maharaja Sayajirao University of Baroda

German Language and Literature, Study of German authors, Introduction to literature of German speaking countries.

Bachelor of Arts (BA) German

July 1997 - May 2000

The Maharaja Sayajirao University of Baroda

Introduction to German Language and Literature, Subsidiary subject - Philosophy

Academic achievements:

* Fellowship to visit German speaking countries (Germany, Switzerland) as a part of study tour through DAAD, organized by The M.S. Uni. Baroda in Oct 2001.

* Attended Seminar and workshop on SWISS Studies at Goa organized by The M.S. Uni. Baroda in Feb 2002.

* Have been selected as an exchange student to attend winter semester at Otto- Friedrich Uni. Bamberg, Germany during my Master's studies in year 2013-14.

* Presented paper on 'Onomatopoeia in Gujarati' at SCONLI 08 in Srinagar Uni. from March 24th to 26th 2014.

* Poster presenter on 'Kinship terms in Gujarati' in National seminar on Modern perspective of NLP for Hindi and other Indian languages at Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha from 17th to 19th August 2016.

* Participated in National workshop on 'Preparation of grammar & multilingual dictionary for indigenous languages' at Dept. of Linguistics, Behrampur Uni., Behrampur from 20th to 27th March 2017.

* Participated in 'Shared task cum workshop -1 on Ontolex in select Indian languages' - (Hindi) at the Center for Applied Linguistics and Translation studies (CALTS) Uni. of Hyderabad from 29th Nov. to 1st Dec. 2017.

Social and Extracurricular activities

- Worked as N. S. S. Volunteer from 1997 to 2000, given social services, and also participated actively in several local & state level camps.

- Helped physically & mentally disabled children in learning Art & Crafts activities on honorary basis from 2003 to 2004, at Friend's Society, Vadodara.

- Volunteered in Ashwini Charitable Trust ACT – Bangalore to teach Art & Craft to under privileged Children from 2008 to 2012.

- Participated in several trekking programs like 'Jaisalmer desert camp' arranged by YHA! in November 2000, as well as Himalayan range, Nilgiri range, Pirotan islands through different organizations in India.

- Have worked on corporate creative projects such as, Photography exhibition on environment awareness, fitness cum plantation drive in urban locations etc.
