

Susmith S

Contact

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Citizenship : Indian • Date of birth : 11 Sep 1981

Address

Chathampisserry, Maruthadi (PO), Kollam, Kerala – 691003, India.

Profile

Introduction A hard core believer in knowledge sharing, carries a vast experience and an in-depth knowledge of the process and procedures involved in localization.

A fast learner with self confidence level at a higher level than others, can understand, handle, and transfer any kind technical or linguistic input to a team.

Objective A position in the ITES industry with major responsibilities that will effectively utilize my language, technical, communication, leadership, and organizational skills.

Key Skills

Familiar with a vast array of CAT tools, concepts and Unicode technologies, including:

Trados 2007 Freelance
Logoport
WordFast 6.0 Pro
Idiom WorldServer Desktop Workbench
Nokia Taipan

Have vast experience in trouble shooting Unicode rendering issues related to Malayalam Language. Have expertise in handling translation memories.

Created glossaries for Nokia, Gmail etc.
Prepared Malayalam Style guide for Lionbridge.

Other Skill Sets:

MS-DOS, Windows 9x, Windows 2000,
Windows XP, Windows Vista, UNIX

MS Office Suite (2007, 2003, XP),
Smart FTP, MS FrontPage, Adobe Photoshop,
Adobe Acrobat Professional,

C, C++

MS Access

Education

2002 Sep to 2003 Mar **Certificate Course in Database Technology**
CMC COMPUTER EDUCATION, Kollam, Kerala.

2002 Mar to 2002 Sep **Certificate Course in UNIX, C++ & C#**
CMC COMPUTER EDUCATION, Kollam, Kerala.

2001 Sep to 2002 Mar **Certificate Course in Information Technology**
CMC COMPUTER EDUCATION, Kollam, Kerala.

1998 to 2000 **Pre-Degree in Commerce**
KERALA UNIVERSITY, Trivandrum, Kerala.

Work Experience

Freelance Language consultant/Project Manager

Full-time job (February 2006 to till date)

- ✓ Managing various Localization/Translation projects for Malayalam and Tamil Languages
 - Software, Mobile, Medical, Legal and other domains
- ✓ Resource Management, Time Management, and Quality Control
- ✓ **Trainings Attended**
 - Logoport Training from **Lionbridge, Mumbai**
 - Nokia UI (Taipan) Localization Training from **Lionbridge, Mumbai**
 - WordFast Training from **TranslationValley, Delhi**

Few Software Localization Projects Handled Include

Microsoft Office 2007 Localization
Windows Vista Localization
Gmail Localization (UI)
OLX Website Localization
Microsoft Office 2003 Localization (UI)
Windows XP Localization (UI)
Nokia Mobile User Interface
Nokia User Guides for various phone models
Tally 7.2 (UI)
Motorola Mobile User Guides
BenQ Mobile User Interface
Microsoft Digital Literacy

Medical Translations

Clinical Trial Documentation - Protocols, Investigator Brochures, Case Report Forms, Informed Consent Forms, Clinical Research Reports, Periodic Safety Update Reports, Quality of Life Questionnaires, etc.

Pharmaceuticals - Package Inserts and Labels, Leaflets, Patient Information, Drug Registration Documentation, Medical Marketing Brochures, Technical Documentation, Tests and Methods, Drug Information, etc.

Medical Software - Manuals, User Interface, Marketing Materials, Mobile Cards, etc.

IVRS and IWRS - Voice Prompts, Guides and Worksheets

Few Medical Translations Include

NOVARTIS - TINEA Infections (Brochure)
Inventory of Depressive Symptomatology – (Questionnaire)
Cogtest® – (Clinical Trial) (Website Localization)
Dr. Reddy's – (Clinical Trial)
Myocet® - (Clinical Trial)
EQ-5D development
VFQ-25 and EQ-5D (Telephone Script)
Clinical Trial Questionnaire for National Health Care Institute.

I have translated more than 100's of ICF's and PIF's. Translated, Proofread and Final checked several clinical trial questionnaires. I have done Cognitive Debriefings and Pilot testing on a number of patients for few quality of life questionnaires. The details cannot be disclosed due to the NDA's signed with respective Health Outcomes Research Organizations.

Legal Translations

Translated several legal and privacy documents for major software and mobile companies. I have also translated court documents and FIR's.

Few Court Proceedings Translated Include

Department of Public Welfare
Commonwealth of Pennsylvania - Adjudication Statement
Bureau of Hearings and Appeals, Philadelphia - Notice of Scheduled Hearing, Acknowledgement Card/Brochure
State of California - Plan Development Statement
Federal Magistrate Court of Australia

Few General Content Translated Include

- METLIFE (Questionnaire)
- WESTERN UNION – Money Transfer (Master Modular Questionnaire)
- RESEARCH International (English Master Modular Questionnaire)
- PEPSICO (Values Learning Map)
- JAY MAC DERMOTT (Ethics Booklet)
- STANLEY (Guiding Principles)
- YAMAHA (Sales Questionnaire)
- FINOLEX INDUSTRIES (Optimum Sanitation Systems)
- MINISTRY OF PANCHAYATI RAJ (Notice)
- HARRIS INTERACTIVE (The Future of Retirement)
- MONEYTREE (Manual)
- UK Census 2011 (Manual and Website Localization)

Freelance Malayalam Translator

Part-time job (April 2004 to February 2006)

- ✓ Translated and localized several user interfaces and manuals for various agencies in India and abroad

Seaview Support Systems, Trivandrum

Full-time job

Business Transcriptionist

August 2003 to February 2006

- ✓ Transcribed several Conference calls for AT&T, Court proceedings, Quarterly Earnings Reports etc

Activities and Interests

- Internet** Surfing the internet to find out latest technologies to advance further in the field of localization and translation.
- Social Activities** A regular blood donor.
- Automobile** Biking.
- Music** Yesudas's evergreen songs
- Sports** Cricket, Badminton

Personal Details

- Marital Status** Married
- Languages** Malayalam, English

Declaration

I hereby declare that the above information given by me is true to the best of my knowledge and belief.