**Monika Saraf**

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Seeking opportunities as a Translator and Localization Professional. Open to part time or short-term projects in case full time opportunities are not available at the moment. Have the Employment Authorization Document (EAD ) for working in the USA.

I have been a college lecturer all along in India taking Economics classes for Under-Graduates and Graduates in English and Hindi medium.

Have acquired reasonable translation experience at www.khanacademy.org and at TED Talks. I’m also an on demand translator on Amara. At present working on a translation project for Translators without borders. Also a freelance translator with Deluxe media.

**Skills, Knowledge and Abilities:**

* Rich education and teaching experience of over 8 years as an Economics lecturer taking subject lectures for under-graduate, graduate and post-graduate classes.
* Excellent student management and motivations skills.
* Excellent ability to organize, plan and deliver special sessions / classes and meet the needs of students/people of diverse backgrounds.
* Strong oral communication and presentation skills with ability to teach adults.
* Excellent at PC applications to develop training materials and manuals.
* Proficient in MS office.
* Demonstrated organizational skills and implementing multiple priorities and plans.
* Considerable experience in implementing diverse teaching methodologies such as case studies, role plays and group exercises.
* Familiarity with audio-visual tools and web training methods.
* Substantial experience as an evaluator and examiner.

**Experience:**

1. www.KhanAcademy.org: volunteer English to Hindi translator.
2. Government PG College, Himachal Pradesh University, India 2006
3. Government Boys School, Himachal Education Board, India 2000
4. Active Parent Volunteer at LWSD, Audubon Elementary and Franklin Elementary.
5. Contributor TED Talks as a translator and reviewer.
6. On demand translator Amara.
7. Freelance translator at Deluxe Digital Media
8. Volunteer translator at Translators without borders

**Qualifications:**

1. Bachelor of Arts in Economics, Himachal University, 1993.
2. PG in Economics, Himachal University, 1995
3. Himachal Pradesh Public Service Commission qualified Lecturer of Economics.
4. UGC Certified Lecturer, NET, 1999.
5. Certified English Tutor for Tutor Vista, 2009.
6. www.KhanAcademy.org: volunteer English to Hindi translator.
7. Contributor at TED Talks for translation & subtitling.
8. Tutoring elementary kids for Academic Link Outreach, Dec 2015
9. Academic tutor working from home.