

## **Lakshmi Kasi**

### **Associate Freelance Translator**

#### **Profile Summary**

Proven ability of working with diverse stakeholders in multidisciplinary and multicultural environments; skilled in needs assessment, budgeting, quality assurance, communicating deadlines and completing projects on time and within budget

#### **WORK EXPERIENCE**

##### **MULTIBASHI 2020 -2021**

##### **Responsibilities:**

- ♣ Translated scientific papers and technical works into English for a variety of clients.
- ♣ Worked in teams on multiple, concurrent projects.,
- ♣ Translated documents related to medical, health, environmental, industrial, national defense fields, promotional material, technical manuals, .
- ♣ Knowledge of Microsoft Office Suite and other operating systems, including several translation software.

##### **PEPPER 2021 - working**

##### **Responsibilities:**

- ♣ Translator and proofreader of technical and non-technical material for private individuals and corporations.
- ♣ Acted as an Editor wherever required.

#### **EDUCATION**

MASTER OF COMMERCE – (ANNAMALAI UNIVERSIRY)

#### **CONTACT DETAILS**

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LANGUAGES: Tamil & English (Native)

