**Chandana Baruah Chaliha**

**C/o: Pranjal Chaliha**

**PO: Badulipar, PS: Dergaon**

**Dist: Golaghat, Assam- 785611**

**Email: chandanachaliha28@gmail.com Mobile no: 7576888859**

Professional Summary Dedicated English-Assamese linguist having experience in Google products, literary translations. Worked in cross-cultural environment and have created extensive informational material and coursework to help develop base data.

Skills Colloquialisms, business vocabulary, and scientific terminology. Comfortable in verbal & written communication and creative translation.

**Work Experience**

**Freelance translator- August, 2013 - Present**

Job Responsibilities:

• Translate/Trans create the content from English to Assamese.

• Assess the content volume and plan accordingly to personally attain the given targets in due timeline.

• Report to Project Managers to fulfill the language requirements in a timely and quality manner.

• Work closely with translation and review processes to ensure quality.

• Develop a good understanding of market expectations for localization quality and translate/localize accordingly.

• Work closely with local teams to develop specific terminology for new features and products and shape the voice tone for the product to be localized.

• Maintain language references such as terminology databases and the style guide.

• Ensure quality of high-priority products and highly visible materials through quality assurance and bug fixing, taking a hands-on approach as necessary.

• Understand challenges in the localization process and quality improvement initiatives at the language and team level, as well as upstream.

• Ensure before time delivery.

**Academic Qualification:**

Graduation in 2010, from Dibrugarh University.

**Personal Particulars**

DOB – 28th April, 1990

Languages – Assamesse, English, Hindi, and Bangali.

Nationality- Indian

Marital Status- Married

**Language:**

Assamese, English, Hindi, Bengali

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