

# Maria Sundara Raj

H No. 190, 1<sup>st</sup> Floor, Phase 7, Mohali 160062 India

Phone: +91 9988010277

E-mail: sundara.raj13@gmail.com



**Six years of experience in translation, editing/proofreading, transcription, subtitles, and voice-over.** My language pairs are English-English, English – Tamil & Tamil – English

I write news articles and celebrity biographies for magazines. Occasionally, I write inspirational articles.

## Educational Qualifications:

Schooling: SSLC

Degree: B. Sc (Chemistry)

Basic computer skills: NIIT

Diploma in Business Administration (DBA).

Diploma in Transcription: Udemy

## What I provide:

- Do a good search of reference materials, follow instructions, and raise valid queries during translation.
- Do a final check to avoid low-level mistakes according to PM's requirements.
- And finally, I implement feedback if any.
- **Document Translation: Content Translation, and Certificate Translation, Legal Documents, Medical, Marketing, Bank documents Web content including UI/UX content translation of web pages etc.** I have recently completed a book translation and the author has got duly published the same on 19<sup>th</sup> March, 2023.

## My experience in the language domain:

- I am a native speaker of Tamil.
- I've been a translator/transcriber for six years and have a strong background in the localization market. I have proven experience in ICT or related fields. I've worked for a year on UI/UX web content for web pages. **CAT Tools Experience:** I have good exposure and experience working on these **CAT/TMS tools like SDLX, MemoQ Memsource (now Phrase) MateCat, XTM and Xbench to increase productivity, ability to serve diverse needs and preferences. To provide agile translation management system (TMS) for organizations with more complex end-to-end localization management needs.**
- I am familiar with the linguistic and cultural customs of a mother tongue-speaking country.
- I am curious, a quick learner, and attentive to details.
- I respond quickly and accept the task on a tight schedule.

## My Experience in Article/Ghost Writing

I worked as a ghostwriter for a former employer of a weekly and monthly Indian news magazine being

published in Canada. The article contained between 500 and 600 words. Coverage includes categories such as entertainment, celebrity, politics, and health. The content was substantially rewritten, but it should appear to be a new piece of writing. Therefore, I have a reasonable understanding of what news articles are.

Aside from this, I have rewritten articles about famous celebrities for an American celebrity magazine (800–900 words in length). Therefore, I am fully qualified and competitive for the position above. I will be able to complete the assigned task on time.

I recently completed an English-Tamil translation of a 286-page non-fiction book, which got published on 19.03.23.  
<https://notionpress.com/read/rajiv-gandhi-padukolai-karpanayai-vida-vinodhamaanadhu#.ZBcWdhPGvJo.whatsapp>

## My experience and the Industries I have worked in:

Amazon – Ecommerce Automotive Industry, VO for various operations for CarsCare in English (for device or app for naturally spoken queries for large, complex content domains)

- Banking, Legal (complaints, appeals, and judgments) Medical, Telecom Industry, Mobile Banking translation – Mob apps, User Manual for Cellphones
- Academic curriculum, E-commerce, Books/E-Books (Fiction)
- Mobile Technology: Android Vs iOS
- I have 2.0 years' experience in UI/UX content translation, particularly in Web content – Web design and Web development for websites.
- Technical marketing: Editing & Proofreading
- Rendering Voiceover in Tamil and English etc.
- Articles Translations on Social Issues like Global Warming, Sexual Assault on women, and religious news and events, about Christian Saints, and Bible related stories etc.
- Medical & Govt. Clients (IOCL)
- Appen & Appen China Platforms: TSR – Transcription Speech Recognition & VO for User Commands for Alexa/Echo
- **Legal Documents like Translations of FIRs, Marriage Certificates/Pledges, Insurance, Consumer Court Complaints, Property Disputes, Project Review/Reports, Affidavits, Settlement Deeds etc.**

**CERTIFICATES:** a) How to become a Transcriptionist b) Appreciation certificate for a medical document translation.

- **Recently completed; Completed translations of Sales Presentations and different training materials for IOCL (Indian Oil Corporation Ltd – run by Govt. of India.) Volume: 1.0 lac words approximately. Completed on 17.12.2022.**



**MARIA SUNDAA RAJ**

