**PALLAVI SHAH**

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**PERSONAL SUMMARY**

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from **German to English**. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Friendly, articulate & fully aware of diversity & multicultural issues. Ability to adapt to challenges and prioritize work. Would like to work as a freelance translator to utilize my skills.

**AREAS OF EXPERTISE**

**Translating technical documents (automotive, computers, IT, gaming, engineering, sciences, etc.)**

**Translating legal documents (insurance, patents, finance, notices, etc)**

**Translating medical documents (medical reports, prescriptions, etc)**

Proofreading

Excellent English speaking and writing skills.

Coding and designing (IT)

**WORK EXPERIENCE:**

BITS, Pune, India

**TRANSLATOR**

June 2015 – Present

Working for a translation agency providing translation service to clients.

Involved in converting and formatting documents and articles from German to English and ensuring

that the finished converted articles relay the intended message as clearly as possible.

***Duties:***

Researching legal & technical phraseology to ensure the correct translation is used.

Liaising with clients to discuss any unclear points.

Providing guidance & feedback & creating customer-specific style guides.

Translation of IT and technical documents/letters from German to English.

Reviewing and proofreading.

Revising more junior translators' translations.

**FREELANCE TRANSLATION WORK:**

Vanenberg Global Solutions, Cyprus, Europe

Translation of legal documents from German to English

VM TranslationBackOffice, Argentina

Translation of medical documents from German to English

Asimo Linguistics, Bangalore, India

Translation of technical documents (mechanical) from German to English

Invesra, Boston, USA

**SOFTWARE DEVELOPER**

Sept. 2002 – Dec. 2008

As part of a core team of 5 engineers, implemented web-delivery of a rule-based financial/investment advice software in ASP.NET and C# using Visual Studio .NET. SQL Server 2000 was used for data management and IIS as the web server.

**KEY SKILLS AND COMPETENCIES:**

Expert at CAT (memoQ, Sdl Trados Studio 2015).

Familiar with programming/coding/design tools.

Able to fluently speak English, German, Hindi, Marathi and Gujarati.

Excellent communication and social skills.

Able to work to tight deadlines.

Highly skilled in Word, Excel and Microsoft Outlook.

Detail oriented and well-organized

Ability to prioritize

**EDUCATION:**

**Goethe Institut, Max Mueller Bhavan**, Pune, India

 C1 Level (German) – August, 2015

 **Northeastern University**, Boston, USA

 Master of Science - Computer Science, June 2002