

# Pritesh K. Makwana

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## Freelance Translator

### Professional Summary

Skilled translator of spoken and written Gujarati language, with command of English and Gujarati sentence structure, spelling, grammar, and composition. Able to read and translate a variety of written material, including news articles and legal documents. Expert interpreter, able to orally translate language simultaneously or consecutively with speakers.

### Skills

- Skilled in translating oral languages simultaneously or consecutively with speaker
- Uphold ethical codes to maintain confidentiality of information
- Expert in use of language software & tools.
- Mastery of English and Gujarati sentence structure, spelling, and grammar
- Active listening, giving full attention to speakers to ensure understanding
- Able to read and translate legal documents, news, and scientific reports etc.

### Work Experience

#### Freelance Translator

**2017 – Present**

#### Global Translations

- Translate Gujarati speeches and conversations to English simultaneously or consecutively with speakers while ensuring message content, style, and context is correct. Achieve 99 percent accuracy rate.
- Proofread other translators' work to ensure proper grammar, correct spelling, and sentence structure.
- Compile information and terminology for use in translations, such as medical or legal translations
- Able to work with language software & tools.
- Work with news staff and graphic artists to translate news and advertising materials for Gujarati-language newsletters.

## **Translator**

**2017 – 2018**

### **English-Gujarati Language Specialists**

- Practiced active listening skills, giving undivided attention to speakers, and asking questions to clarify and ensure understanding.
- Followed professional ethical guidelines to safeguard confidential information.
- Worked with team of interpreters to complete client translation projects by deadline.
- Interpreted Gujarati-language marketing materials for translation into English and from English into Gujarati; projects included signs, posters, and flyers.
- Helped interpret English-speaking customer interactions live at a variety of client trade shows.

## **Freelance Translator**

**(Devnagri, OnlineTyari, Embibe, Verbolab)**

**2018 – 2020**

- Accompanied work teams to interpret directions and questions for construction projects. • Translated English into Gujarati for printed materials used in outreach.
- Wrote and translated different blogs for Interior Design Company's website.

## **Education**

**Bachelor of Arts (Industrial Psychology 2009-2012 )**

The Maharaja Sayajirao University of Baroda.

**Post Graduate Diploma in Industrial Relations & Personnel Management 2012-2013**

The Faculty of Social work | The Maharaja Sayajirao University of Baroda.

**Yours Faithfully**

**Date :-**

**Pritesh Makwana**

**Place:- Vadodara**

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