

# Resume

## Identity

Name: Vijayalakshmi Srinivasan  
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## Specialised subjects

Translations: English to Tamil; Tamil to English and Hindi to English & Tamil  
Specialist subject areas: All areas except Engineering and Technical related subjects.

## On the Internet

E-mail: vijaya602009@gmail.com

## Professional experience

Content Translator/Reviewer 2000–present  
*Part-time/freelance*

- **Specialised in translating** brochures, policies, web sites, advertisements, user manuals and computer-based training materials.
- **Have wide-ranging translation experience** in domains such as but not limited to: government / public administration, business including management, legal, banking, marketing, medical, clinical, healthcare, tourism, travel, science etc.
- I have sufficient experience in transcreation as well as a LQA/SME.  
**In short, I can translate, edit and proof-read anything and everything in my domain.**
- Experience in translating, transliterating, transcribing, editing/reviewing, proofreading, subtitling as well as voice over between the following **language-pairs**: English/Tamil (both ways), Hindi/English, and Hindi/Tamil. I do have experience in Language training and teaching as well as Market Research and Analyses.
- I have earned kudos from ProZ.com for helping them in building their glossaries.

## Projects

Have successfully completed more than 80 major translation projects, ranging from an average of 2000 words to as large as 1,45,985 words. Besides, I had been associated with 825 minor projects. Till date the total translated materials consist of 10,28,348 words. I have also completed about 156 LQA projects.

## Qualifications

- Bachelor of Arts in English, History, Politics and Tamil from University of Calcutta
- I am a native Tamil

## Working method

<i>Office applications</i>	<i>Latest Microsoft Office</i>
<i>Media tools</i>	<i>Adobe Photoshop, Adobe Acrobat</i>
<i>CAT tools</i>	<i>Idiom, SDLX</i>
<i>Operating Systems</i>	<i>Windows (XP &amp; Premium)</i>
<i>Internet</i>	<i>DSL Wi-Fi high speed connection</i>
<i>Systems</i>	<i>Desktop and Laptop</i>
<i>Accessories</i>	<i>Printer, scanner, microphone, headphone</i>