



Sruthi P V

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Language Professional with experience in team coordination, workflow management, and high-quality multilingual content delivery. Skilled in Malayalam linguistics, LLM training, translation, quality assurance, and content creation, with proven ability to support teams and meet project and client requirements.

Professional Experience

Adidem Creative, Malappuram

09/24 - 02/25

Executive Coordinator

Coordinated cross-functional creative teams to ensure timely and high-quality project delivery while meeting client requirements.

- Managed a team of designers and content writers by assigning tasks, preparing schedules, and tracking progress. Coordinated directly with clients to understand requirements, ensured timely delivery of projects, and maintained smooth communication between internal teams and stakeholders.

OLA-Krutrim

02/25 - 08/25

Senior Associate Linguist

Worked as a linguist contributing to Malayalam language data creation and quality assurance for training large language models (LLMs).

- Handled Malayalam translation, prompt creation, content evaluation, transcription, and text-to-speech (TTS) tasks. Performed quality checks on teammates' work to ensure accuracy, consistency, and adherence to linguistic and project guidelines.

Kriya Newtwealth

10/25 - 02/26

Language Expert - Process Associate

Contributed to multilingual content creation and quality assurance for AI/LLM training projects.

- Initially handled Malayalam translation tasks and later took responsibility for quality checking team outputs. Also worked on English content creation, primarily image descriptions, to support LLM training while assisting team members with clarifications and feedback.

Freelance

English tutor

Conducted online English language training sessions tailored to individual learner needs.

- Delivered sessions focused on grammar, pronunciation, and fluency. Customized lessons based on students' learning goals and proficiency levels.

Anuvadhini Foundation Translator

Worked on technical translation projects involving Malayalam language content.

- Translated machine-translated technical textbooks into Malayalam, ensuring clarity, accuracy, and language quality.

District Collector's Internship Program Intern

Participated in a government-led internship focused on community development and public initiatives.

- Contributed to idea development, data collection, problem analysis, and execution of campaigns aimed at addressing local issues and supporting community welfare initiatives.

Education

Central University of Karnataka 01/21 - 01/23
Master of arts in Linguistics - 8.16

University of Calicut 01/18 - 01/21
Bachelor of Arts in English Literature - 7.22

Key Skills

- Multilingual proficiency
- Translation and phonetic adaptation
- Content creation and development
- Project management and leadership
- Interpersonal and professional communication
- Adaptability and problem-solving
- Online teaching and tutoring experience

Projects

Shifting Perceptions of Malayalam Press Media During the Initial Six Months

Workshops

- Skill Development Workshop on Translation in Indian Languages, Organized by Central University of Karnataka, National Translation Mission, & Central Institute of Indian Languages
- Understanding Districts in India: A Public Policy Perspective, Organized in association with Azim Premji University

Language

- Malayalam
- English
- Hindi