

# ADITI BAIRAGYA

## Looking for project management roles

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Rohini, New Delhi

☆ Available to join immediately



## EXPERIENCE

### Project coordinator

#### Coral Knowledge Service

10/2022 - 03/2024 Pitampura, New Delhi

- Responsible for the coordination of numerous projects on a daily basis to meet different client requirements.
- Overseeing all stages of translation projects (receipt of request from client, issued PO, and delivery schedule quotation).
- Coordinating freelancers, localization vendors, linguists, subject-matter experts, and the internal MIS team.
- Working on different project management software like Basecamp, and Project Management vendors like Portico, XTRF.
- Skilled in working with both online and offline CAT tools such as SDL Trados, SmartCat, MemoQ, Crowdin and QA tools.
- Worked with renowned agencies and leading translation companies like Transperfect, Toppan.
- Making sure to deliver the finest quality of work within the client deadline.

### Data Research & Curation Specialist

#### College Dunia

09/2021 - 07/2022 Gurgaon

- Responsible for the creation of educational articles and proofreading them as per the audience's trends.
- Experience working with HTML tags and SEO optimization** for back-end development in order to increase audience engagement on the official company website.
- Worked in CRM, and content management softwares to maintain a streamline workflow among content writers.
- Making sure that no plagiarised content is published and generating multiple articles by using **Hyperlinks in HTML**.

### Customer Relationship Manager

#### SQUADRUN - Upstock

06/2021 - 05/2022 Delhi (Part time-Remote)

- Focusing on the interactions with potential customers and current customers.
- Delivering necessary and valuable information regarding stock marketing.
- Improving organisational relationships in order to increase customer loyalty and satisfaction, with the overall aim to drive sales.
- Dealing with complaints and feedback, and further providing customer solutions for the same.

### Customer Relation Executive

#### HRanker

05/2020 Delhi (Freelance-Remote)

- To contact all the customers who have logged in to our website, ask for their feedback and convey them the relevant information regarding our test series.
- Providing all the necessary information regarding government vacancies to our loyal subscribers and customers.

## SUMMARY

I'm a straightforward person with a strong-minded personality who is skilled at project planning, gathering information, and effectively managing teams and have worked with numerous clients to meet their deliverable expectations under different deadlines.

- 4 years of total working experience which includes content management and delivering projects.
- Skilled in working with **CAT Tools (SDL Trados, SMARTCAT, MemoQ, Crowdin etc)**, **QA Tools (X-Bench, Verifika)**, and other apps to increase consistency and enhance the overall quality of translation processes.
- Experienced in working on **CRM tools (Insightly)**, Cost estimation, process management, control management, and compliance with quality standards.
- Expertise in **Project Vendor management softwares such as Portico, XTRF and Project management tools (Basecamp/Jira)**. Also, I have worked on different project dashboards.
- Expertise in building relationships with International Clients negotiations, resource selection, dispute settlement, issuing PO (purchase order) while maintaining ethical personality.
- Ability to continually monitor and track progress against agreed-upon project plans, and resolve project-related issues.
- Well-versed in areas like Translation, Transcription, Subtitling, Proofreading and Interpretation services and marketing, content development.
- Experienced in **content writing using SEO optimization** and doing tactical research in different fields to provide quality content.

## SKILLS

Project Management

Content Handling

Multi-tasking

Communication

Excel

Google workspace

Proofreader

Team Leadership

Planning and coordinating

Client Handling

Product presentation

## EXPERIENCE

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### Marketing and Sales Developer

#### Paperboat Juices

📅 11/2018 - 12/2019 📍 Delhi

- Responsible for product presentation and maintaining good sales for all the products in between customers.
- Working at different malls in order to interact with different customers and get their product reviews.
- Assuring good sampling and maintaining record of sales by using MS excel.

## EDUCATION

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### High Secondary (CBSE board)

#### D.A.V. Public School

📅 04/2016 - 04/2018 📍 Delhi

- Non-Medical Stream
- Percentage 85%
- Member of the Student Science Club
- Student Prefect

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### Advance diploma in Journalism

#### Maharaja Agrasen College, DU

📅 07/2018 - 10/2020 📍 New Delhi

- Member of the College Hindi Theater Society, Samyantar.
- Member of the College Debate Society, Chakraview.
- Achieved scholarship by clearing entrance exam conducted by Delhi University Journalism Department.
- Learned **graphic designing softwares (Photoshop, Adobe premium pro) and content writing** during this course. Also, have worked in various freelancing projects.
- I have done events and internships in news channels like NDTV, Doordarshan.

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### Bachelors of science

#### Indira Gandhi National Open University

📅 01/2019 - 12/2023 📍 Delhi

- Completed all my credits in Mathematics, Physics, and Chemistry subjects.
- Also, done extra credits in learning management and Teaching strategies.

## VOLUNTEERING

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### Food drive Volunteering

#### Robin Hood Army

📍 New Delhi

The Robin Hood Army is a volunteer based, zero-funds organization that works to get surplus food from restaurants and the community to serve less fortunate people.