

# Himanshi Jain

Team Lead & Coordinator

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43, Heerabagh colony, University road, Udaipur(Raj.)

## ABOUT ME

A highly skilled individual in managing responsibilities and leading teams effectively. With strong leadership, organizational abilities, and a proactive problem-solving approach, I consistently demonstrate professionalism, dedication, and unwavering commitment to achieve goals.

## EDUCATION

- |      |  |
|------|--|
| 2022 | <b>MBA, Human Resource</b><br>Symbiosis International University, Pune |
| 2019 | <b>Bachelor of Computer application</b><br>JRN University, Udaipur     |
| 2016 | <b>10+2</b><br>Central Public School, Udaipur                          |

## EXPERIENCE

Oct. 2022 to Present

### Team Leader Verbolabs Languages Solutions

#### Roles & Responsibilities:

1. Managing a team and successfully collaborating freelancers dedicated to translation Projects.
2. Assigned tasks and ensured smooth functioning of projects through proper follow-up.
3. Resolved queries and provided effective solutions to prevent conflicts and delays.
4. Maintained swift communication with internal team and clients.
5. Managed relationships with national and international freelancers, providing guidance on projects.
6. Developed strategies for handling multiple projects simultaneously.
7. Oversaw project assignments and ensured on-time deliveries.
8. Established and maintained strong client relationships etc.

Feb. 2019 to Sept. 2022

### Administrative Manager Central Public School

#### Roles & Responsibilities:

1. To maintain highest standards of ethics and professional behavior to ensure that the student and the Institute always kept as primary importance.
2. Served as liaison between student and parents whenever needed.
3. Provided leadership and direction to ensure efficient operation and service.
4. Thorough understanding and involvement in admission process from initial contact to enrolment.
5. Handled support and /or conflict resolution regarding sensitive student matters and /or faculty members.
6. Connected and negotiated with outside vendors to ensure successful school operations etc.

## SKILLS

- Analytical
- Negotiation
- Management
- Interpersonal
- Communication
- MS Office
- HRMS Software
- CAT tools for localization

1. Extensive knowledge of industry standards, best practices, and tools in the localization field.
2. Proficient in working with CAT tools, translation memory systems, and terminology management.
3. Deep understanding of linguistic and cultural aspects involved in localization.
4. Responsible for ensuring accurate and culturally appropriate translations across various content types.
5. Successfully managed voice-over projects, including selecting voice talents and ensuring high-quality recordings.
6. Coordinated dubbing projects, ensuring lip-sync and linguistic accuracy in collaboration with dubbing studios.
7. Skillful in transcribing audio/video content with precise time coding and accurate representation of spoken words.
8. Familiarity with transcreation techniques to adapt marketing and creative content while maintaining brand identity.
9. Proficient in creating and managing subtitles for videos, adhering to industry standards for synchronization and readability.

**And many more in localization industry.**

## ACCOMPLISHMENTS

- Student exchange program Oct 2015 to Sweden and Paris.
- Recipient of the prestigious Best All-Round Student Award for two consecutive years during school.