

# Leena Narayan Dabhade

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## PROFESSIONAL SYNOPSIS

- DTP & Graphics Design professional with over 11 years of experience in InDesign, Photoshop, Illustrator, JIRA – PPS, MS Word and Power Point
- Competent in Client/Account Management, end to end project management - project scoping and delivery, people management, stakeholder engagement, etc.
- Looking to utilize my diverse experience, can successfully manage projects & lead people for graphics design, marketing/sales/BD collateral material generation, language translation & localization related assignments.
- **Specialties:** Translation & Localization for Global Enterprises, Print + Digital & Web, InDesign, Photoshop, Illustrator, MS Word & PPT, etc.

## CERTIFICATIONS

- **Web Designing Certification** from Pro Creations, Nagpur (March 2016 – 4 Months)
- **Graphic Designing Certification** from Creative Eye, Pune (June 2012 – 3 Months)
- **2D Animation Diploma Certification** from Toon-One Animation School, Nagpur (June 2009 – 1 Year)

## EXPERIENCE

**Lionbridge Technologies Pvt. Ltd (Navi Mumbai)**

**Apr 2021 to Jan 2024 (2 Yrs 10 M)**

**Technical Services Lead (Project Lead / Project Coordinator)**

- Plan and manage projects and sub-projects independently as well as in cooperation with other PMs.
- Manage the DTP aspects of a project in the translation & localization services.
- Ensure timely delivery as per customer quality requirements.
- Responsible for internal and external client / stakeholder communication.
- Interact with customer to discuss, understand & analyze their DTP requirements.
- Liaising with project managers, coordinators and team leads of other groups - in planning the project schedule.
- Identifying resource needs and seeking resolution for resourcing problems.
- Collaborate & communicate at all production levels with the client, internal offices, vendors & production team
- Effectively manage all translation requests end-to-end along with project & vendor management.
- Supporting team members in everyday problems and issues by delivering practical, detailed task information.
- Communicate with PM and others to manage schedules, resolve issues, manage capacity, etc.
- Compilation of estimates and proposals for approval, including notes section.
- Track quality, effectiveness and efficiency of production. Ensure consistent high quality work production carried out which meets required quality standards set by organization.

**DHR Holding India Private Limited (Danaher Corp - Mumbai)**

**May 2018 to Apr 2021 (3 Years)**

**Graphic Designer**

- Collaborated with integrated global marketing communication managers, and regional and product marketing teams to devise and execute upon an overall concept.
- Help the teams to develop strong creative briefs to translate marketing and branding strategies into innovative and impressive campaigns that stimulate targeted audiences.
- Generated clear ideas and concepts in tandem with marketing managers and content writers.
- Produced storyboards, sketches, layouts/roughs, and comps to visualize ideas
- Analyzed & understand the marketing initiatives, strategic positioning and target audience
- Collaborated with digital, social, and multimedia teams to drive cohesive visual storytelling across mediums and channels
- Take work from concept to final execution within deadlines & Present completed ideas to team members
- Hands-on experience with logo design, typography, color, web layout design, print production, image selection and package design

**Tech Mahindra Business Services Limited (Hyderabad)****Oct 2016 to Apr 2018 (1 Yr 7 Month)****Sr. ELT Production Designer**

- Created sample with provide specification, pagination and Create PDF by using the client job preset, Corrections, Revised Correction and Final shipment of the jobs on site.
- Coordinated with Asst. Mgr. /Manager about the job schedule, guidelines, delivery status and the nature of job.
- Coordinated meetings with Divisional Manager to discuss project plans, needed resources or Issues/delays in completing the task. Worked with non-automated/automated data.

**Integreon Managed Solutions (Mumbai)****Mar 2015 to Feb 2016 (1 Yr 7 Month)****Sr. Associate Paginator**

- Created sample with provide specification, pagination and Create PDF by using the client job preset, Corrections, Revised Correction and Final shipment of the jobs on site.
- Coordinated with Asst. Mgr. /Manager about the job schedule, guidelines, delivery status and the nature of job.
- Coordinated meetings with Divisional Manager to discuss project plans, needed resources or Issues/delays in completing the task. Worked with non-automated/automated data.

**Vakils Premedia Pvt Ltd (Mumbai)****May 2013 to Feb 2015 (2 Years)****Executive Paginator**

- Created sample with provide specification, pagination and Create PDF by using the client job preset, Corrections, Revised Correction and Final shipment of the jobs on site.
- Coordinated with Asst. Mgr. /Manager about the job schedule, guidelines, delivery status and the nature of job.
- Coordinated meetings with Divisional Manager to discuss project plans, needed resources or Issues/delays in completing the task. Worked with non-automated/automated data.

**Crest Premedia Solutions Pvt Ltd (Pune)****July 2011 to May 2013 (2 Years)****Jr. Paginator**

- Created sample with provide specification, pagination and Create PDF by using the client job preset, Corrections, Revised Correction and Final shipment of the jobs on site.
- Coordinated with Asst. Mgr. /Manager about the job schedule, guidelines, delivery status and the nature of job.
- Coordinated meetings with Divisional Manager to discuss project plans, needed resources or Issues/delays in completing the task. Worked with non-automated/automated data.

**QUALIFICATION**

Degree	University	Year	%/Class
Bachelor of Arts	YCMOU, Nagpur, Maharashtra	2010	First Class
HSC	Maharashtra State Board	2007	First Class
SSC	Maharashtra State Board	2005	Second Class

**PERSONAL DETAILS**

**Date of Birth** : 02 June 1989      **Languages Known** : English, Hindi and Marathi  
**Nationality** : Indian              **Interest** : Travelling, Trekking, Cooking etc.  
**Marital Status** : Married

**DECLARATION**

I hereby declare that all the above furnished information is true and correct as per my belief and knowledge.

**DATE:** -    /    /

**PLACE:** -

(Leena Dabhade)