

MANYA GOEL

Email: goelmanya1998@gmail.com

LinkedIn: <https://www.linkedin.com/in/manya-goel-22728a188>

Phone: 9971466735

Location: New Delhi, India

PERSONAL SKILLS

- Creative spirit
- Reliable and professional
- Organized
- Time management
- Team player
- Fast learner
- Motivated

PROFESSIONAL SKILLS

- Spanish Language
- English Language
- Web Analyst
- Market research analyst
- Google search
- Logical skills
- Excellent analytical skills
- Proficient computer literacy skills

LANGUAGES

- Hindi – Native
- English – Professional
- Spanish – B2 Level

Summary

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable marketing campaigns. I have a proficiency to read, write, understand and speak well in the Spanish language as well as in the English Language.

WORK EXPERIENCE: -

RECENT: -

SUBTITLER/ TRANSLATOR/ PROOFREADER

Interact Beyond | March 2024 - present

Roles: -

- Subtitling the Entertainment videos.
- Legal Documents translation.
- Website translation.

SPANISH TRANSLATOR

Anan Enterprises | May 2023 - present

Roles: -

- Translating the Legal documents from English to Spanish or vice versa.

SPANISH TRANSLATOR

Language Guru | January 2023 - present

Roles: -

- **Legal Documents Translation** (Covering Letter, GST Registration Certificate, Court Notices, Newsletters, Agreements, PCC's, Visa applications, Affidavits, Leases, Apostille documents, Manuals, Bills, Request Letters, FIR's, etc.)
- **Literary Documents Translation** (Book of Literature and Poems, Literature, etc.)
- **Medical Documents Translation** (Prescriptions, fitness certificates, etc.)
- **Financial Documents Translation** (Bank statements, financial documents, etc.)
- **Academic Documents Translation** (School reports, Board Certificates, Marksheets, Report cards, etc.)

SPANISH SUBTITLER/REVIEWER

Divya Tarang International LLP. | November 2022 - present

Roles: -

- Review Spanish subtitles for the Spanish series.
- Create Spanish Subtitles for YouTube Entertainment videos.

EDUCATION

- **B2 LEVEL CERTIFICATION IN SPANISH LANGUAGE**
Instituto Cervantes, Embassy of Spain | 2019 – 2021
- **ADVANCE DIPLOMA IN SPANISH LANGUAGE**
Delhi University | 2016 – 2019
- **BACHELOR OF ARTS IN ENGLISH HONORS**
School of open learning, Delhi University | 2016 – 2018
- **12TH**
C.B.S.E Board | 2016
- **10TH**
C.B.S.E Board | 2014

SUBTITLE EDITOR/ TRANSLATOR

Verbolabs | August 2022 - present

Roles: -

- Translation, Transcription, Close-captioning and proofreading of **Netflix Videos**, documentaries, technical videos, promos and movies, news reporting's, Interviews, Gaming videos, YouTube videos, Stand-up Comedies General videos, etc.
- Legal Documents Translation
- Medical Transcription.
- Image captioning.

SPANISH TRANSLATOR

LOGOS Transformations | May 2022 - present

Roles: -

- English to Spanish translation/ Proofread of technical computer files.
- English to Spanish translation/ Proofread of Scripts.
- English to Hindi translation of medical website content.

FEW RELEVANT PROJECTS:

HINDI TRANSLATION PROJECT - LITERARY

Vinsys | January 2024 - 1 month Project

Roles: -

- **Translated** Books of 180+ recipes which included **30k+ words** from English to Hindi. The duration of this project was **1 month**.

SPANISH TRANSLATION PROJECT - TECHNICAL

LOGOS Transformations | March 2023 - 5-months Project

Roles: -

- **Translated and Proofread** more than **30 Lakhs words** of technical computer files and scripts from English to Spanish in this project. This duration of the projects was **5 months**.

SPANISH TRANSLATION PROJECT - ACADEMIC

Quadratic Education | November 2022 - 6-months Project

Roles: -

- **Translated** more than **2000 Pages** of Academic files from English to Spanish in this project.
- **Proofread** more than **1300 Pages** of Academic files from English to Spanish in this project. This duration of the projects was **6 months**.

Extra: I have also done some small projects in some more companies included **Panini Services, Magnon Sancus, PEC Attestation, Apostille and Translation Services, TransCurators, The Content Factory, Way2Class, TridIndia IT Translation Services, SK Translation, Jabin Multilanguage's Solutions LLP, Wistran Language Services, Continual Engine, etc.**

FREELANCER:

SPANISH LINGUIST

Freelancer | April 2022 – present

I have done various freelance projects such as: -

- **CONTENT WRITER:** - I have done creative writings for the synopsis of various movies and series of “Netflix” and “Amazon Prime Video” .
- **TRANSLATOR (Literary, Medical, Legal, Technical, Business Mails):** - I have translated various novels, medical information, images, mails, PowerPoint presentations, Legal certificate document and general documents from English to Spanish and vice versa.
- **UPWORK/ FREELANCER:** - Also done some freelance projects in these platforms.

VOLUNTEER:

SUBTITLE & TRANSCRIPTOR

TED Translator | July 2022 – present

- Doing the volunteer Subtitling and transcription for the videos in English, Hindi and Spanish language pairs.

TRANSLATOR

Translators without Borders | March 2023 – present

- Doing the document translation and review in English, Hindi and Spanish language pairs.
- Supported NGO's: -
 - Aid Networks
 - SPOON Foundation Partnership
 - Collaborating Agencies Disaster Relief Efforts (CADRE)

PAST: -

SPANISH TRANSLATOR/ PROOFREADER

INSTITUTE OF SPANISH STUDIES | August 2023 – October 2023

Roles: -

- Documents translation (Visa application, Acknowledgement copy, Certificates, PCC, Medical Certificates, Financial statements, Transportation consignments documents, Branding documents)

SUBTITLER/ TRANSCRIBER/ TRANSLATOR (EN/ES/HI)

Word Leads| February 2023 – September 2023

Roles: -

- Video to Doc Audio Translation
- Document Translation
- Video Subtitling (Nature & Tourism, Youth – Health & Nutrition, Medical, Government Scheme, Countries Overview, Game Content, etc)

SPANISH LANGUAGE TRANSLATOR/ALT TEXT WRITER

Acadecraft Inc. | December 2021 – February 2024

- **Acadecraft Inc.** is an E-learning company where I worked as a Spanish language translator and I provide standard quality word to word text translation from English to Spanish and vice versa. Apart from that I also do Alt text writing for the images for E-learning books of various subjects i.e., English, Science & Technology, Spanish books, Story books, graphs, complex images, etc., in English as well as in Spanish.

SPANISH TRANSLATOR/PROOFREADER

Quadratic education | November 2022 – April 2023

Roles: -

- English to Spanish translation of academic books.
- English to Spanish proofreading of academic books.

AUDIO PROOFREADER

Words Expert | July 2022 – August 2022

- Done legal proofreading for various audios files.

SPANISH LANGUAGE TEACHER

Lingo Jr | July 2021 – July 2022

- **Lingo Jr** is an E-learning foreign language platform where I worked as a Spanish language instructor. I provide virtual classes to students, as well as provide them creative materials, assignments and conduct tests with fun learning class environment.

SPANISH LANGUAGE EXPERT

Zen3 InfoSolutions Tech Mahindra | February 2021 – April 2022

- **Zen3 InfoSolutions Tech Mahindra** is an IT company where I worked as a Consultant- Spanish language expert where I judge the relevancy and quality of online web content for respective European market and analyst the web search results by determining the accuracy and relevancy of the content. Hence, rating the content and maintaining the quality standard as per pre-defined quality metric. As well as I have a proficient computer literacy skill and working knowledge of MS-word and MS-Excel.