

Navnee Gupta

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D-604, Sanskriti Apartments, Greater Noida West, Gautam Buddha Nagar, Noida, UP-201306

SUMMARY

Transcriptionist and Translator. Educator by interest. **Social Science Researcher** by training, who is simultaneously exploring the audio-visual medium of film. **Creative Thinker and Writer. Highly-motivated** service provider with a desire to take on new challenges and learning opportunities. Strong work ethic, adaptability and exceptionally hard working. Adept at working effectively unsupervised and quickly mastering new skills.

KEY COMPETENCIES

Qualitative Research Analysis
Active Listening
Translation and Transcription

Good Verbal and Written Communication
Creative Thinking and Writing
Designing Art-based Curriculums

Theater
Filmmaking
Proficient in Hindi and English

PROFESSIONAL EXPERIENCE

Ollang

Dec 2023 - Present

Freelance Translator/ Transcriber- English and Hindi| Remote

- Work on CC projects, subtitle translation projects as well as document translation.

We-Tweak Media

Oct 2023 - Present

Freelance Translator/ Transcriber- English and Hindi| Remote

- Involved in multiple subtitle translation and transcription-syncing projects.
- Proofreading and editing.

Chittam

Aug 2023 - Present

Freelance Translator- English to Hindi| Remote

- Work involves translation of traditional game boxes, including stories, manuals, game cards, etc. for children as well as adults.
- Active participation in creation and localization of Hindi content for Hindi-speaking customers.

AIKYA- Waldorf Inspired School

May 2022- May 2023

Educator- Grade School Teacher

- **Designed and facilitated** differentiated and **personalized learning goals** and activities to engage students.
- Embraced and actively promoted **inclusive and equitable learning environment**. My class had a mix of neurotypical as well as neurodiverse children and multisensory modes of engagement.
- **Self-designed curriculum** on themes like literacy and numeracy using the tools of storytelling, chalkboard drawings, painting, theatre, games and other rhythmic activities.
- Successfully **co-organized** various inclusive **events** and **fundraisers** at the city level.
- **Partnered with parents** to come up with a holistic life rhythm for the children including food and sleep patterns to ensure better learning and overall health.

Fieldscope**Aug 2021 - Present****Freelance Translator/Transcriptionist**

- Taken up projects with clients like **OPML, Stanford, JHU, ASER**, etc.
- Translated, transcribed and reviewed documents like annual reports, surveys and questionnaires, in-depth interviews, focus group discussions, teacher training manuals, etc.
- Worked on subjects including, **Gender and Labour, Health, Education, Sanitation, farming and agriculture**, etc.
- Proficient in **Hindi and English**.

Paigam and Delhi Waqf Board**March 2022****Volunteer Worker**

- **Fact finding and relief study on the riot affected families of Northeast Delhi**
- Conducted a **survey and mapping of the overall social and public costs** of the riot.
- Conducted **one of one personal interviews** with families affected by the riot.
- Facilitated **economic and vocational support for families**.
- Involved in **evidence collection and verification of claims**.
- **Documentation** of data collected.

Eka, The Communicators' Collective**July 2021****Transcriptionist**

- Worked as a freelance scribe on a few Gender-related projects

Tata Institute of Social Sciences**August 2019****Transcriptionist**

- Engaged as a transcription of audio-recorded interviews with research participants as a freelance scribe on one of the TISS projects on the experience of supervision in psychotherapy in the Indian context

CHILDLINE India**August 2019****Facilitator**

- Conducted a one-day training for Open Shelter staff of Salaam Balak Trust on different aspects of counselling and dealing with vulnerable children (children in difficult circumstances)

Nirantar Trust**Dec 2019- March 2020****Researcher**

- Conducted **data collection** with Adult Women Learners, Preraks and Voluntary Teachers from 21 villages in 5 districts (4 states) as part of an **investigative research study** on Saakshar Bharat Programme and its implementation.
- Researched existing literature and summarized key findings, performing searches to resolve specific questions.
- **Data documentation** for the study and transcription of select text from video and audio recordings of interviews
- **Videography and editing of video** interviews for presentational purposes
- **Data analysis** and collation of an end report based on the primary study data

Jamia Milia Islamia
Research Assistant

June 2018- July 2019

- Conducted **qualitative data analysis** of interview transcripts using ATLAS.ti software
- Actively engaged in **writing academic publications** based on the primary data
- Collaborated in writing and **submitting the project report**
- **Compiled and published an Annotated Bibliography** on the theme of the project
- **Presented multiple papers in National as well as International conferences** during the course of the project using the findings from the primary study
- Actively participated in organization of a **research dissemination workshop with experts and luminaries in the field of child rights**
- Conducted **meetings with key stakeholders including bureaucrats, lawyers, members of the judiciary and statutory bodies** in the field of child rights to brainstorm the uptake of findings from the primary study
- Engaged in culmination of key project findings in the form of a **policy brief** to be presented to key stakeholders including State functionaries as well as civil society organizations for uptake

Jamia Milia Islamia
Research Intern

Nov 2017- June 2018

- Conducted **data collection with families of inmates** for primary study
- Was involved in **preparing data collection tools**
- Documented data collected for the primary study and was involved in **transcription** of the audio recorded data
- **Established linkages of families interviewed with resources and relevant organizations**
- Compiled an Annotated Bibliography on the theme of the project
- Was involved in writing an academic paper pertaining to the emotional experiences, coping and attachment relationships of children suffering from parental loss and incarceration
- Organized a National Consultative Workshop with experts for process and tool validation

EDUCATION

Master of Philosophy (M. Phil.) in Development Practice
Dr. B. R. Ambedkar University Delhi

Jan 2016

Dissertation: Faith, Reason and Transformative Dialogue: Rethinking Stories and Spirits in a Baiga Village.

The work was a documentation of a participatory action research that was carried out with the Baiga tribe in Kharideeh village of Karanjia block in Dindori District, Madhya Pradesh. The study was a nine-month long qualitative field study that was exploratory in nature. The tools used for data collection were participant observation, unstructured interviews and FGDs (Focussed Group Discussions).

Msster (MA) in Psychology (Psychosocial Clinical Studies)
Dr. B. R. Ambedkar University Delhi

Jan 2013

Dissertation: Etched on the Skin: Reclaiming Identity through the Body.

Using qualitative design, the research was conducted using observation and in-depth semi-structured interviews with tattoo artists and people with tattoos.

Bachelor of Arts (Honours) in Psychology
University of Delhi, I.P. College For Women

Jan 2011