

# Neha Pathak

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Translator and Transcriptionist

## CAREER SUMMARY

Highly skilled, seasoned and detail-oriented translator with years of experience specializing in English to Hindi transcription, translation, and editorial services. Proven track record of delivering linguistically accurate and culturally nuanced content while strictly adhering to deadlines and client confidentiality. Adept at managing high-volume projects and complex subject matter with a focus on readability and stylistic integrity.

## PROFESSIONAL EXPERIENCE

### Freelance Transcriptionist & Translator | *Sept 2020 – Present*

- **Translation & Localization:** Deliver high-quality English-to-Hindi translations across diverse sectors, ensuring the tone and context remain appropriate for the target audience.
- **Transcription:** Accurately transcribe Legal proceedings, general and medical bulletins, talk shows and interviews in English and Hindi, maintaining high precision in formatting and linguistic nuances.
- **Audiovisual Localization (Subtitling):** Create and synchronize Hindi subtitles for English video content, ensuring optimal reading speed, character-per-second (CPS) limits, and linguistic flow.
- **Quality Assurance:** Provide comprehensive monolingual Hindi editing and proofreading to eliminate grammatical errors, improve flow, and enhance overall readability.
- **Project Management:** Successfully manage multiple concurrent projects, consistently meeting tight deadlines without compromising on quality or accuracy.
- **Confidentiality:** Maintain strict adherence to NDAs and data security protocols to protect sensitive client information.

### Hindi Language Expert - Microsoft India, Hyderabad | *December 2018 – September 2020*

- Translating documents from English to Hindi and vice versa
- Evaluating and judging quality of Machine and human translation
- Collecting parallel data
- Analyzing data
- Annotating data

## **Translator and Transcriptionist - Datalyst India, Vadodara | *June 2016 - November 2018***

- Translating books, news articles, and web pages
- Transcribing bulletins and talk shows
- Proofreading and editing documents

## **KEY SKILLS & COMPETENCIES**

- **Languages:** Hindi (Native), English (Fluent), Gujarati (Proficient Reading/Speaking).
- **Editorial:** Proofreading, Sub-editing, and Stylistic Copyediting.
- **Soft Skills:** Multitasking, Logical Problem Solving, and Time Management.

## **EDUCATION**

M.V. A (Master's of Visual Arts) Maharaja Sayajirao University, Vadodara— July 2012 - May 2014

B.V.A (Bachelor's of Visual Arts) Maharaja Sayajirao University, Vadodara— July 2008 - May 2012