



# MANOJ CHAUDHARY

## Spanish Translator

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## Objective

To secure a position as a **Spanish Translator** in a growth-oriented organization, where my linguistic skills, attention to detail, and cultural knowledge can drive organizational success while contributing to my professional development.

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## Professional Experience

### **Flitto Inc.**

#### *Spanish Translator*

- Translated a wide range of documents from Spanish to English and Hindi, maintaining linguistic and cultural accuracy.
- Proofread and edited translations to ensure clarity and adherence to quality standards.
- Proofread and edited translations, maintaining a 98% client satisfaction rate.

### **Soft Scribe LLC**

#### *Transcriptionist*

- Delivered over 100 business transcriptions with precision and confidentiality.
- Consistently met strict project deadlines.

## **Voxtab Transcription**

### *Transcriptionist*

- Provided precise transcripts for a diverse client base.
  - Streamlined transcription processes, reducing errors by 15%.
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## **Education**

Completed Spanish Language Studies  
Instituto Cervantes, New Delhi

BSc in Hotel Management  
Institute of Hotel Management, Chandigarh, India

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## **Language Proficiencies**

- **Spanish: Advanced**
- **English: Fluent**
- **Hindi: Native**

## **Soft Skills**

Adaptability to new software and tools (**Translation** - SDL Trados Studio, memoQ ), (**Transcription** - Otter, Descript)

Problem-solving under pressure.

Team collaboration and communication.