



SHALINI SARWAN

EDITOR & TRANSLATOR

PROFILE

Dynamic and versatile language professional with a strong foundation in translation, coupled with a deep-seated passion for writing and editing. Deliberately chosen to excel as a translator. I bring precision, cultural acumen, and linguistic finesse to projects.

CONTACT



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B2/402 VASHISHT HEIGHTS, SECTOR
87, FARIDABAD, FARIDABAD, INDIA

HOBBIES

- Listening to music
- Reading
- Talking to new people

EDUCATION

Bachelor of Arts: English Literature

07/2012 – 06/2015

English Honours from Delhi University

Masters of Arts: English Literature

06/2016 – 07/2018

Masters in English Literature from IGNOU

Post-Graduation Diploma in Translation

07/2018 – 08/2019

Department of Hindi, University of Delhi

- Language Interpretation and Translation

WORK EXPERIENCE

EDITOR and TRANSLATOR - Freelance

02/2020 – 08/2021

- Translated Documents from English to Hindi and vice versa.
- Edited Articles and Documents in English Language.
- Translation of advertisements, News articles and stories from English to Hindi and vice versa
- Review written content for accuracy, coherence, and clarity.
- Create original written material for various platforms and purposes.

EDITOR and TRANSLATOR - ENUNCIA GLOBAL MEDIA SOLUTIONS

04/2022 – 07/2022

- Wrote content for their company website.
- Translated Articles, Stories, poetry and Documents from English to Hindi and vice versa.
- Incorporate SEO best practices to optimize content for search engines.
- Edited Articles, Documents and Poetry in English and Hindi.

EDITOR and TRANSLATOR - RUPANTRAN EK PRAYAS LIBRARY

09/2022 – Present

- Research topics thoroughly to ensure accuracy and relevance.
- Develop engaging and informative content tailored to the target audience of the library.
- Edit content for grammar, punctuation, and style consistency.
- Collaborate with other team members to meet publication deadlines.
- Fact-check and verify information presented in the content.
- Rewrite or restructure content as needed for better readability and engagement.
- Stay updated on industry trends and developments to produce timely and relevant content.
- Write compelling headlines, titles, and meta descriptions to attract readers.

SKILLS

TRANSLATION EXCELLENCE: Proficient in translating diverse content types with meticulous attention to detail and cultural sensitivity.

LANGUAGE MASTERY: Fluent in English and Hindi, adept at bridging linguistic gaps.

WRITING & EDITING PROWESS: Experienced in creating error-free content across various mediums.

TRANSLATOR: Translated a wide range of documents, including marketing materials, and manuals, ensuring accuracy and relevance.

CREATIVE & INNOVATIVE: Passionate about adding some creativity and innovation into language-based projects.