



Sonam Lata

Localization Project Manager

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I am driven by a relentless pursuit of innovation and a thirst for challenges. My goal is to secure a position where I can leverage my exceptional interpersonal and professional skills to contribute significantly to the organization's growth while advancing my own career journey. My commitment to excellence and passion for continuous improvement fuel my aspirations to make a meaningful impact.

Skills

- Strong interpersonal skills for effective collaboration and conflict resolution.
- Experienced in planning, executing, and monitoring projects to ensure successful outcomes.
- Competent in time and resource management to meet project milestones.
- Skilled in managing budgets to optimize resource allocation and control project costs.
- Expertise in translating content across various domains, ensuring linguistic accuracy and cultural sensitivity.
- Proficient in using CAT (Computer-Assisted Translation) tools such as Prabandhak, SDL, Smartcat, and Ailaysa.

Work History

● Associate Manager

Reverie Language Technologies Ltd

- Project management, translation expertise, People management.
- Maintained a database of freelancers, evaluated submitted work and allocated appropriate work.
- Determined cost of works and ensure cost efficient projects.
- Monitored all editing, proof reading and revisions of various translated materials.
- Hired and trained employees for implementation of translation processes.
- Spearheaded high-impact projects, ensuring linguistic integrity in legal, entertainment, app localization, website localization, ITD, MHRD, educational content, BFSI, Parliament etc.

2018-11 - Current

2017-12 - 2018-10

Content Writer

NTD-INDIA LLP

- Captivated audiences for eleven months with captivating Hindi content, from inspirational articles to engaging entertainment news
- Showcased linguistic flair and creativity, weaving narratives that resonated with diverse readers

2017-07 - 2017-11

Quality Control Analyst

Prime Focus Technologies Pvt. Ltd

- Elevated the entertainment industry through precise English to Hindi transcription and expert subtitle editing for movies and TV series
- Championed quality standards and accelerated project delivery within a vibrant team
- Enhanced the viewer experience with meticulous attention to linguistic and cultural nuances.

2016-11 - 2017-04

Office Executive

Prime Edventure Pvt. Ltd

- Dynamic contributor for six months, wielding administrative prowess to optimize operations
- Displayed meticulous organizational skills, leaving no detail overlooked.

2014-02 - 2016-03

Science Teacher and Coordinator

B.S.M. Public School, Meerut

- Cultivated young minds for two enriching years, simultaneously taking on the role of coordinator
- Inspired a love for science and learning, leaving an indelible impact on students
- Innovatively steered curriculum development and coordinated educational initiatives for enhanced outcomes.



Education

2012-01 - 2013-04

B.Ed

D.N. College

2010-01 - 2012-04

M.Sc.: Zoology

D.N. College(CCSU)

2006-01 - 2009-04

B.Sc.: Biology

Meerut College(CCSU)

2005-01 - 2006-04

Higher Secondary

CBSE board

2003-01 - 2004-04

Matriculation

CBSE board



● **Project Management**


Great Learnings

I have done following courses:

1. Introduction to Management
2. Project Management
3. Effective communication
4. Product Management



Languages

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- Proficient in English to Hindi and vice versa.