

## Lalita Jitendra Marathe

Technical Translator/Editor/Moderator/Teacher/Event Organizer/Publisher  
Marathi <> English and German <> English

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Date of birth	6 February 1968
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Facebook profile	<a href="https://www.facebook.com/lalita.marathe">https://www.facebook.com/lalita.marathe</a>
Languages	Marathi, Hindi, English, German
Member	INDAF (Indo-German Teachers Association) BKD (BildungsKooperationDeutsch), Goethe Institut, Munich Internationaler Deutschlehrerinnen- und Deutschlehrerverband (IDV) Forum Deutsch, Pune
Life member	Goethe Society of India, New Delhi

### Education

2003	Masters in German, Pune University
2001	Business English Certificate 1 and 2, University of Cambridge
1991	Graduation (B.A.) – German, Pune University
1990	Advanced Diploma – German, Pune University
1988	Mittelstufe I, II and III, Max Mueller Bhavan, Pune
1987	Grundstufe I and Grundstufe II, Max Mueller Bhavan

### Participation

2018	Attended the Deutschlehrertagung by InDaF in New Delhi
2015	Participated in a one-day workshop for German teachers organized by Fergusson College and InDaF at Fergusson College
2014	Participated in an interactive Seminar subject ‘Creative Writing’ of BKD organized by Goethe Institut, Max Mueller Bhavan, Pune
2013	Participated in an interactive Seminar on ‘Phonetics’ of BKD organized by Goethe Institut, Max Mueller Bhavan, Pune
2005	Attended the All India Translators meet organized by ModLingua in New Delhi
1989	Participated in a seminar “Literature didactics” organized by the Department of Foreign Languages, Pune

## **Conducted training and workshops**

2018	‘A career in translation’ 3-hour workshop in ‘Vrushali Bapat’s German Academy
2017	Conducted Corporate training in LOFT, Vimannagar, Pune - Focus - German language linguistic, grammar and speaking skills
2016	Conducted four-month course “Translation techniques and practical application” in Deutsch Activ, Pune
2016	Conducted a session on ‘Technical translations’ at Ferguson College organized by InDaF
2016	Conducted a session on “Commercial aspects of translation” at a workshop organized by “Kalasakta” and “Translation Panacea”
2014	Conducted an interactive session “Career in translation” in Deutsch Activ, Pune
2010	Started conducting ‘Online translation course’
2004	Conducted a 4-month course “Translation Techniques and introduction to CAT tools” in Synergy Institute of Management, Pune

## **Achievements**

2016	Received the “Best Professional Translator of the year Award” – awarded by BITS Pvt. Ltd. Pune
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## **Professional translation experience**

2019	Working till date on translation assignments for Agencies in India and abroad
2012	Worked on contract as Team Lead at location IBM India Pvt. Ltd., Pune
2011	Worked on contract at location IBM India Pvt. Ltd. (Daimler project) Pune
2009	Worked on contract at location Atos Origin, Pune
2000	Started career with Translation Assignments in languages German<>English and Marathi<>English as a freelancer
1998	Started Corporate Training as Language Trainer (English and German language with focus speaking skills)

**CAT tools** used Rian, Trados

## **Translation responsibilities**

- Translation of domain specific technical documents from German/Marathi into English language
- Assign documents for translation as per priority to the translation team
- Proofread, style-edit and compile all documents translated by the team
- Format all translated documents to mirror the original source document
- Give feedback to Project Manager regarding translated text
- Utilize reference materials, glossaries to maintain consistency in translation
- Create new glossaries per project
- Strict adherence to the deadlines given by client

**Domains**      **Please refer Annexure 1**

## **Teaching**

### **Das Klassenzimmer**

Teach students of German language appearing for International Examinations (BULATS, TELC, ÖSD, Goethe) for levels A1 to B2

### **Teaching experience in following institutions**

- Das Klassenzimmer
  - Abhinav Vidyalaya, Pune
  - Air Hostess Academy, Pune
  - L. K. Phatak Institute, Pune
  - Modern College, Pune
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### **Events organized by Tejal Creations**

January 2019	Monologue writing competition (English & Foreign Languages)
December 2018	Midas Trophy
December 2017	Midas Trophy (Annual One-Act-Play competition in English & Foreign Languages)
March 2017	Shabdamohini
February 2017	Shabdamohini (Rendering of translated poems, songs)
August 2016	Sukhan (Rendering of Urdu poetry, gazal and sufi)
May 2016	Swarprabha A musical tribute to Swaryogini Dr. Prabha Atre
January 2016	Content writing Workshop
October 2015	Musikeffektz - Samvad Maifal
July 2015	Creative Writing Workshop
May 2015	Swarprabha A musical tribute to Swaryogini Dr. Prabha Atre

### **Publications by Tejal Prakashan**

March 2015	Raagchitra (Collection of compositions with CD)
September 2015	Prosperity through Mutual Funds – A step by step guide
November 2014	Learn German through English (revised)
October 2014	Set of 5 books (marathi poems and novels)
August 2014	Ayushyaman Bhava (Naturopathy)
August 2007	Learn German through English

### **Association of Language Professionals**

December 2018	Symposium - Japan calling
September 2018	Symposium – French language
August 2018	Get up! Meet up! (Open networking session for linguists)
August 2018	RIAN.IO - CAT Tool demonstration for translators
May 2018	Symposium – German language
April 2018	Interview session 2 – with noted literary translators Mr. Vikrant Pande and

April 2017  
October 2016

Mrs. Leena Sohoni  
Behind the screen – Open discussion – Translators and translation agencies  
Co-Founder of the Association of Language Professionals

## Interests

Reading  
Travelling  
Sketching  
Music

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### Annexure 1: Technical documents translated in following domains:

<p><b>Legal</b> Adoption Papers Arbitration and dispute Birth certificates Company Law and Investment Law Company statutes Contracts Court order Death certificates Divorce certificates Documents and manuscripts Immigration or Naturalization Insurance claims Judgments Loan agreement Marriage certificates Partnership Deed Patents Power of Attorney Summonses Will</p> <p><b>Commercial and financial documents</b> Accounts and Banking documents Asset management, mortgage services documentation Business Plans Commercial and consumer banking documentation Contracts Customer communications Financial reports/statements Follow-up letters Fund fact sheets Investment banking documentation Marketing materials Regulatory communications Service agreements</p> <p><b>Insurance</b> Annuities Application forms Business Insurance Clauses / Terms &amp; Conditions</p>	<p><b>Medical, bio-medical, life-sciences and pharmaceutical</b> Adverse Event Reports Case Report Forms (CRFs) Clinical Trial Protocols Clinical Trials Contracts CRA Training Materials &amp; Videos Data Sheets Dossiers Drug Registration Documentation Informed Consent Forms Instructions for Use (IFU) Investigator Brochures IVR (Interactive Voice responses) Scripts Manufacturing Process Descriptions Marketing Collateral Master Batch Records and Deviation Reports Medical certificates Medical device software Medical documents required by insurance companies Multimedia audio and visual NDA (New Drug Application) and IND (Investigational New Drug) Package Inserts and Labels Patient Information Patient Recruitment Materials Patient Reported Outcomes (PRO) Pharmacological Studies Protocols Quality of Life (QoL) measures Questionnaires Regulatory Audit Regulatory Documents Research paper Serious Adverse Event (SAE) or Serious Adverse Drug Reaction (SADR) or SOP (Standard Operating Procedure) Procedures Scientific Journal Articles Scientific Papers</p>
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<p>Customer communication  Customer education material  Disability Insurance  Endowment Policies  Evidence of coverage  Health Insurance  Insurance Contracts  Insurance plan summaries  Liability Insurance  Life Insurance  Marketing brochures  Newsletters  Plan handbooks  Reinsurance  Summary of benefits  Surety Bonds  <b>Travel and hospitality</b>  Accommodation /rental contracts  Brochures  Customer communication  Marketing material  Restaurant menu  Reviews and testimonials  Travel articles  Travel insurance  Travel itineraries  Travel newsletters  <b>Human resources</b>  Benefit plans and forms  Employee Performance appraisal forms  Employment applications  Employment contracts  e-Training content  Human resource forms  Human resource policies  Insurance documents  Internal web sites / Intranet  Newsletters  Payroll information  Safety documents  Training materials</p>	<p>Toxicology Reports  Websites and Portals  <b>Chemical</b>  Brochures  Business documents, such as correspondences and quotes  Chemical guidelines  Chemo-technological data and documents  Company catalogues  Contracts from the chemical industry  Health and safety documentation  Maintenance instructions  Manufacturing instructions  Patent specifications  Patents  Product descriptions  Product packaging  Technical chemistry documents – Basic formulae and recommended uses  Technical texts  Toxicological reports  <b>Consumer product</b>  Advertising  Catalog  Customer support programs  E-Marketing campaigns  Help and tutorials  Installation instructions  Marketing materials  Product guides  Product packaging  Product specifications  Public relations campaigns  Training materials  <b>e-learning material</b>  Certification and assessment programs  Classroom-based instructional materials  Computer-based training  Learning Management Systems (LMS)  Web-based training</p>
<p><b>Medical documents, surgery reports, clinical data, and medical device software in the fields of:</b>  Cardiology  Emergency Medicine  Endocrinology  Genetics  Geriatrics  Immunology  Infectious Diseases  Microbiology  Neurophysiology  Oncology  Ophthalmology  Orthopedics</p>	<p><b>Hardware</b>  Graphical User Interfaces for hardware  Hardware components  Hardware manuals and documentation  Support Documentation  <b>Software</b>  CRM (Customer relationship management) applications  Desktop applications  Documents related to Software Engineering  eLearning content  Firmware  Global migration project documentation  Information security  Knowledgebase articles</p>

Pathology Pediatrics Psychiatry Radiology Toxicology Urology <b>Engineering</b> Bid proposals Bill of Materials CAD Drawings Catalogs Dealer portals Engineering specifications Health and safety documentation Installation manuals Instrumentation instructions Labels Maintenance manuals Marketing Materials Material descriptions MSDS (Material Safety Data Sheets) Online help Operating instructions Operating Manuals Parts list Patents Presentations Product catalog Product data sheets Product manuals Product Manuals Product packaging Product specifications Reseller and Leasing programs RFP (Request for proposal), RFQ (Request for quotation) Safety Manuals Safety materials Service bulletins Service manuals Software and Hardware Software applications Support documentation Technical documentation Technical drawings Technical Proposals Test procedures Training manuals Training Materials User Guides User manuals Web site	License agreements Marketing materials Multimedia Online help Press releases Product documentation Security bulletins Software Software applications Software documentation Software manuals Technical specifications for software projects Training materials User Interfaces (UI) User manual for developers Warranties and regulatory information Web applications
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