PALLAVI SHAH
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PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from **German/Hindi/Marathi to English**. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Friendly, articulate & fully aware of diversity & multicultural issues. Ability to adapt to challenges and prioritize work. Would like to work as a freelance translator to utilize my skills.

AREAS OF EXPERTISE

Translating technical documents (automotive, computers, IT, gaming, engineering, sciences, etc.)
Translating legal and business-related documents (insurance, patents, finance, accounts, notices, etc.)
Proofreading
Excellent English speaking and writing skills.
Coding and designing (IT)

WORK EXPERIENCE:

FREELANCE TRANSLATION (GERMAN/HINDI/MARATHI) WORK SINCE 2016:
Technical documentation (for the auto industry, manufacturing industries)
Software / Hardware manuals
Website localization
Operating instructions
Corporate presentations
Marketing material
Legal/Business contracts
Company profiles
Annual reports
Contracts / Articles of association
Market research questionnaires / responses
Advertising material
Magazine articles

BOENING AUTOMATIONS TECHNOLOGIE, Germany – working from Pune, India
July 2017 – December 2019
FREELANCE SOFTWARE CODER AND TECHNICAL TRANSLATOR
Working as a freelance software developer on various in-house projects in C# and XML.
Creating web and windows application in Visual Studio 2017 and SQL Server.
Translating technical manuals of the company on a regular basis.

BITS, Pune, India
TRANSLATOR
June 2015 – September 2016
Worked for a translation agency providing translation service to clients.
Involved in converting and formatting documents and articles from German/Hindi/Marathi to English and ensuring that the finished converted articles relay the intended message as clearly as possible.
Duties:
Researching legal & technical phraseology to ensure the correct translation is used.
Liaising with clients to discuss any unclear points.
Providing guidance & feedback & creating customer-specific style guides.
Translation of IT and technical documents/letters to English.
Reviewing and proofreading.

Revising more junior translators' translations.

INVESRA, Boston, USA
SOFTWARE DEVELOPER
Sept. 2002 – Dec. 2008
As part of a core team of 5 engineers, implemented web-delivery of a rule-based financial/investment advice software in ASP.NET and C# using Visual Studio .NET. SQL Server 2000 was used for data management and IIS as the web server.

KEY SKILLS AND COMPETENCIES:
Expert at CAT (memoQ, Sdl Trados Studio 2015).
Familiar with programming/coding/design tools.
Able to fluently speak English, German, Hindi, Marathi and Gujarati.
Excellent communication and social skills.
Able to work tight deadlines.
Highly skilled in Word, Excel and Microsoft Outlook.
Detail oriented and well-organized
Ability to prioritize

EDUCATION:
Goethe Institut, Max Mueller Bhavan, Pune, India
C1 Level (German) – August, 2015

Northeastern University, Boston, USA
Master of Science - Computer Science, June 2002