

Soundarya Ramesh

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PROFILE

Skilled translator of spoken and written Tamil language, with command of English and Tamil sentence structure, spelling, grammar, and composition. Able to read and translate a variety of written and recorded material, including news articles and legal documents. Expert interpreter, able to orally translate language simultaneously or consecutively with speakers.

SKILLS

- Excellent Verbal, Non-Verbal, and Written Communication (Tamil & English)
- Cultural Awareness & Intelligence
- Time Management & Multitasking
- Analysis & Research
- Self-Management & Self-Motivation
- Creative Writing Skills
- Copywriting & Copyediting

LANGUAGE PROFICIENCY

- **English (Indian)**: Native Proficiency (Certified by Indian Translators Association)
- **Tamil**: Native Proficiency (Certified by Indian Translators Association)

EDUCATION

Bachelor of Arts in **Tamil Translation and Interpreting**
Madras University, Chennai, IN
Graduation: May 2013

EXPERIENCE

Tamil to English Translator/Interpreter

November 2013– Current

Freelancing

Key Responsibilities:

- * Performed various translation and interpretation duties from Tamil into English, including written texts, localization, internationalization, audio files, and live speaking presentations.
- * Arranged concurrent translation during corporate meetings to allow English audience members to take part in Tamil language events.
- * Translated text projects, including legal documents, website content, news articles, and corporate reports.
- * Upheld strict confidentiality policy when translating personal and diplomatic materials.
- * Provided interpretation and transcription services as needed by corporate clients.
- * Achievement: Successfully translated over 79 complete projects, ranging from documents to entire websites, from Tamil to English & vice-versa.