

## Manmohan Kaur

US Citizen

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### Professional Summary

Highly skilled Hindi and Punjabi linguist with over 19 years of experience in translation, editing, proofreading, and transcription. Renowned for delivering high-quality linguistic services under tight deadlines. Extensive expertise in utilizing advanced localization and terminology management tools for diverse industries, including government, medical, legal, marketing, and technical sectors. Dedicated to ensuring cultural and linguistic accuracy in every project.

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### Certifications & Memberships

- Certified Language Tester (Punjabi) – American Council on the Teaching of Foreign Languages (ACTFL, 2010)
  - Voting Member, American Translators Association (ATA)
  - Member, Indian Translators Association (ITA)
  - Member, National Language Service Corps (NLSC)
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### Core Linguistic Competencies

- **Languages:** Native proficiency in Hindi and Punjabi (Gurmukhi); fluent in English
- **Translation Tools:** SDL Trados Studio 2022, MemoQ, WordFast Pro, Idiom WorldServer, XTM, SDL WorldServer, SDL Phrase Finder
- **Skills:** Translation, transcription, localization, linguistic quality assurance, editing, proofreading, training linguists
- **Technical Expertise:** Proficient in MS Office, Adobe Creative Suite, and HTML; adept with digital dubbing and voiceovers

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## Key Projects & Accomplishments

### Government & Legal Projects

- Senior linguist for **US Election Projects** (Hindi and Punjabi) since 2010
- Translation services for FEMA (Hurricane Sandy & other natural disasters' survivors)
- Department of Justice, and Department of State daily briefings
- Localization of election materials for California DMV and LA County Election Committee
- Legal translations, including contracts, police statements, and court rulings

### Medical & Pharmaceutical Projects

- Translated critical COVID-19 information, consent forms, and medical questionnaires
- Localization projects for leading organizations, including Pfizer, AstraZeneca, Kaiser Permanente, and LA Care
- Worked on high-profile clinical trials, including the HER2 Pre-Screening Study, Pfizer SPIRE 1 Study, and Novo Nordisk EX22113748 Study

### Technical & Marketing Projects

- Localization for **Amazon Alexa** (India) and **WhatsApp** (Facebook)
- Translation of user manuals for John Deere and Caterpillar
- Marketing campaigns for **McDonald's**, **Coca-Cola**, and **Pepsi**

### Social Media & Mobile Apps

- Hindi and Punjabi localization for Pinterest, Google, Microsoft, Nokia, and gaming platforms such as Frogmind and Wargaming
- Translation of online games and apps, enhancing user experience for Indian audiences

### Educational & Literary Contributions

- Translated children's literature, short stories, and non-fiction books

- Developed bilingual training manuals and educational materials for diverse audiences
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## **Professional Experience**

### **President & CEO | Spec Translations Inc.**

*Oceanside, CA | Oct 2007 – Present*

- Manage end-to-end translation projects, ensuring quality and cultural relevance
- Interface with global clients, providing quotes and overseeing deliverables
- Train linguists and maintain project records for Hindi and Punjabi localization projects
- Senior linguist for ongoing projects with Amazon Alexa, WhatsApp, and various US government agencies

### **Executive Secretary | Medical Institute & Cancer Center**

*New Delhi, India | July 2006 – Sep 2007*

- Provided administrative support, including scheduling and governance implementation
- Coordinated interviews and addressed patient inquiries

### **Executive Assistant | Public School**

*Delhi, India | April 1997 – May 2006*

- Supported senior leadership with administrative tasks and project coordination
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## **Education**

- **Master's Degree in Linguistic Skills** – Delhi University
  - **Bachelor of Business Studies with Hindi & Punjabi** – Delhi University
  - **Diploma in Translation Skills, Language Interpretation, and Translation**
  - **Advanced Diploma in Computer Applications** – F-Tech, India
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**Notable Software Proficiency**

- Adobe InDesign, Photoshop, Illustrator, PageMaker, and FrameMaker
  - QuarkXPress, CorelDRAW, AutoCAD
  - MS LocStudio/Helium, Lotus Notes/Domino
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**Professional Attributes**

- Exceptional attention to detail and dedication to meeting deadlines
- Strong interpersonal and communication skills
- Adaptable and eager to embrace new challenges to enhance efficiency and output