



VIVAAN SHAH

Translator

translation, terminology management, editing

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FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

Translator with an illustrative 12-year career in editorial work, research, publishing and language services. Combines translation, terminology management, editing with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment.

Selected work includes service localisation project, terminology consistency programme and translation qa workflow. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims.

Prepared for experienced translator opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes Master's in Translation Studies. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established.

AT A GLANCE

12 years

ILLUSTRATIVE CAREER

4

CAREER APPOINTMENTS

3

WORK EXAMPLES

2

EDUCATION RECORDS

CORE COMPETENCIES

translation / terminology management

editing / localisation

CAT tools / cultural context

quality review / client clarification

PROFESSIONAL MISSION

Turn a clear brief into dependable editorial work, research, publishing and language services work: understand the context, apply translation and terminology management, record the evidence and explain the limitations before handover.

Career family: Writing, Journalism & Publishing | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Translator

Meridian Editorial Studio (fictional)

Jul 2023 - Present | Hyderabad, India

Independent ownership of scoped translator work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples.

- Created context notes and reviewed terminology.
- Built an approved glossary and review examples.
- Led brief clarification and prioritised work using translation, terminology management and editing. Raised unresolved constraints before committing to the next stage.
- Coordinated peer reviews and handover preparation; used a commission or editorial brief to distinguish completed work, assumptions and follow-up needs.
- Supported colleagues with practical examples of localisation and maintained a concise learning record after important assignments.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Translator

Northline Editorial Studio (fictional)

Jul 2019 - Jun 2023 | Hyderabad, India

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in editing and localisation.

- Introduced bilingual review and issue categorisation.
- Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner.
- Applied cat tools and cultural context to resolve delivery questions while maintaining source and decision notes.
- Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope.
- Prepared a review and publication handover so the next team could understand the work and remaining questions.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

PROFESSIONAL WORKING PRINCIPLES

- Define audience, editorial purpose and source expectations before drafting.
- Separate fact, interpretation and creative work and preserve source attribution.
- Use controlled revisions and document permissions, sensitivity and publication limits.

PROFESSIONAL EXPERIENCE / EARLIER

Translator

Cedarbridge Editorial Studio (fictional)

Jul 2016 - Jun 2019 | Hyderabad, India

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions.

- Handled recurring work involving translation and terminology management using a documented preparation and review process.
- Supported terminology consistency programme by organising inputs, maintaining issue notes and incorporating reviewer feedback.
- Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps.
- Improved record consistency through quality review and documented handover expectations.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Assistant Translator

Cedarbridge Editorial Studio (fictional)

Jul 2014 - Jun 2016 | Hyderabad, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with translation and editing within an agreed scope and escalated unfamiliar work.
- Prepared inputs and checked completeness before passing work to the responsible reviewer.
- Maintained task records and learned to communicate assumptions, constraints and observed problems clearly.
- Applied review feedback to subsequent assignments and developed a dependable working routine.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

SELECTED CONTRIBUTIONS

Service localisation project. Created context notes and reviewed terminology. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Terminology consistency programme. Built an approved glossary and review examples. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Translation QA workflow. Introduced bilingual review and issue categorisation. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

SELECTED WORK / 01

Service localisation project

P1 | Jan 2024 - Jun 2024 | FICTIONAL WORK EXAMPLE

Context. Fictional internal work programme in editorial work, research, publishing and language services; not a real client case study.

Problem. Literal translations obscured the intended user action.

Objective. Create a workable response to this issue through translation, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Contribution and ownership. Translator; owned the stated workstream, not the full organisation or every collaborator contribution.

- Created context notes and reviewed terminology.
- Prepared the scope with the commissioning team, identified unresolved inputs and used translation to turn the brief into a sequenced work package.
- Applied terminology management and editing while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. translation / terminology management / editing / localisation

Deliverables. Service localisation project - scoped brief; Service localisation project - reviewed working package; Service localisation project - handover and learning summary

Review. Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a commission or editorial brief and a named human reviewer.

Illustrative outcome: the team adopted a repeatable approach for service localisation project, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): commission or editorial brief; annotated draft and source log; review and publication handover.

SPECIALIST PRACTICE

Publication and attribution

The sample focuses on translation, terminology management, editing. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on translation and localisation for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of terminology consistency programme, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

Article and publication titles are fictional samples, not real bylines or published credits.

SELECTED WORK / 02 AND 03

Terminology consistency programme

P2 | Jan 2025 - Jun 2025 | Meridian Editorial Studio (fictional)

Problem. Contributors used different translations for key concepts.

Objective. Create a workable response to this issue through terminology management, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Translator; owned the stated workstream, not the full organisation or every collaborator contribution.

- Built an approved glossary and review examples.
- Prepared the scope with the commissioning team, identified unresolved inputs and used editing to turn the brief into a sequenced work package.
- Applied localisation and cat tools while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. terminology management / editing / localisation / CAT tools

Delivered. Terminology consistency programme - scoped brief; Terminology consistency programme - reviewed working package; Terminology consistency programme - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for terminology consistency programme, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): commission or editorial brief; annotated draft and source log; review and publication handover.

Translation QA workflow

P3 | Jan 2020 - Jun 2020 | Northline Editorial Studio (fictional)

Problem. Errors were discovered late in publication.

Objective. Create a workable response to this issue through editing, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Translator; owned the stated workstream, not the full organisation or every collaborator contribution.

- Introduced bilingual review and issue categorisation.
- Prepared the scope with the commissioning team, identified unresolved inputs and used cat tools to turn the brief into a sequenced work package.
- Applied cultural context and quality review while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. editing / localisation / CAT tools / cultural context

Delivered. Translation QA workflow - scoped brief; Translation QA workflow - reviewed working package; Translation QA workflow - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for translation qa workflow, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): commission or editorial brief; annotated draft and source log; review and publication handover.

EDUCATION AND SPECIALIST LEARNING

Master's in Translation Studies

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2012 - May 2014 | completed - fictional record
Focus: translation, terminology management, localisation. Specialist study on service localisation project; an illustrative learning project, not a published result.

Bachelor's in Linguistics

Cedarhaven College of Applied Studies (fictional institution)
Jul 2009 - May 2012 | completed - fictional record
Focus: editing, CAT tools, cultural context. Applied coursework in translation, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Editorial judgement workshop (2023). Translation and localisation in the context of translator work. Used reflective exercises and a bounded practice example related to service localisation project.

Source verification practicum (2024). Terminology management and cat tools in the context of translator work. Used reflective exercises and a bounded practice example related to terminology consistency programme.

Accessible writing studio (2025). Editing and cultural context in the context of translator work. Used reflective exercises and a bounded practice example related to translation qa workflow.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: onsite or hybrid by role requirements. Relocation: open to discussion - sample preference.

Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

Article and publication titles are fictional samples, not real bylines or published credits.

Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.

No real referee, endorsement, award, publication, membership or licence is supplied.

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Contact placeholder: vivaan.shah@example.com. No phone, live profile URL or verified reference is supplied.

Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.