Priyanka Sameer Panchal   **E mail** :- priyanka.naik13@gmail.com
Add: B-808, GK Royal Hills, Near BRT Bus   **Mobile** :- 9930415008
Terminal Mukai Chowk, NH4, Ravet,
Pimpri-Chinchwad, Maharashtra 412101

**Career Summary   :   A highly talented professional in project management /
graphics designing and localization Industry** with an experience of over 10 + Years, 7.5
years in graphic industry and 4 years in management, handling challenging assignments. I've
ability to work within the tight deadlines and getting quality work in an e-learning
environment. Excellent liaison skills in corresponding with clients and determining their
issues in par with their specifications by means of telephonic conversation. With each and
every project, no matter the size or scope, I am focused and determined to be innovative,
sophisticated and passionate.

Carrier Path   :

Project Manager	_TransPerfect Translations._
(Sept 15 – till date)	_(Pune, Bopodi)_

I was joined as a **Project Coordinator** in the year 2015. Since, I've knowledge of an
eLearning production. This became an added advantage for me to understand the project
management skills better and to work on the quotes accurately, which eventually helped in
the quote conversion. Also, I've learnt many things in a limited time span.

By looking at my dedication, I got promoted as a **Jr. Project Manager** in the year 2016-17
and then **Project Manager**. And I'm currently handling many projects individually and have
eager to learn new things.

Key Responsibilities:

- Managing the entire life-cycle of localization projects in a fast-paced environment
- Coordinating all the project phases and efficiently predict the lifespan of all the
  stages of the project
- Handling all communication (email and calls) with different departments involved
  (media, translations, account managers/sales)
- Providing timely updates to the sales/client on deliveries and schedules and work
  closely with the engineering manager and production manager.
- Liaising with different production centers and PMs to clarify project parameters
- Conducting a training related to management aspects for a new member
- Deadlines negotiate and rates with vendors
- Establishing and maintaining excellent relationships with vendors and sales
- Monitoring and controlling the project status
- Managing the project finances, including budgeting

- Preparing and maintaining project documentation
- Performing quality checks at various stages of process to ensure quality and accuracy (proofreading, final eye…)
- Delivering final deliverables and organizing QA feedback/inputs at all stages of the project

Senior Graphic Artist	_Lionbridge Technologies Pvt Ltd._
(Jan 09 - Feb 2015)	_(Airoli, Navi Mumbai)_

Key Responsibilities:

- Handled various **localization E- learning projects** such as **Microsoft** video localization, **EMC banners** & many more
- Worked on project estimation, cost and sending project quotations to clients.
- Helped my team to reach the goal with a clear instruction and planning strategies
- Monitoring team members' participation to ensure the training they've been provided is being put into use, and also to see if any additional training is needed
- Created the reports to update the company on the team's progress
- Had provided end to end eLearning project help and worked on the start till the completion of the project, which included project planning & execution
- Internal offices co-ordination for project allocation
- Conducted the trainings to new joiners for the project account and help them to resolve their queries.
- Completed the projects at minimum turnaround time.
- Customer support to the clients after a delivery
- Managed the projects with expertise knowledge.
- Handled the site call on a regular basis and provided feedback to the higher management.
- Coordinated with Studio for audio recording & translator for translation Hand Off's
- Created PPR (Post Project Review) after project completion

Graphic Artist	
(Nov 06 – Dec 08)	_Tridat Pvt.Ltd._

Key Responsibilities:

- Worked on Graphic & Flash complex editing by using Photoshop & Flash Tool
- Managed to complete the task in assigned time
- After completion of the task files handover to the team lead

Education **:** **Bachelor of Commerce** - March-2006
Mumbai University with Second Class

HSC - Feb-2003
Mumbai University with First Class

Technical Skills :
- **Tools Known:** Microsoft Word, Excel, PowerPoint, Project (MPP), Wordfast, JIRA

- **ELearning tools:**
  Adobe Photoshop, FLASH, Dreamweaver, HTML Corel, Sound forge, Captivate, Camtasia, Swish Max, Adobe Premiere, After Effects.

Certificates:
- Maharashtra State Certificate in Information Technology(MSCIT)
- Certificate Course in INFORMATION TECHNOLOGY(6 months)
- Diploma in Office Automation Graphics (8 months)
- D++ Web Multimedia Course from Edit Institute

Trainings Attended : Team Management Training, Email Etiquettes, Stress Management, Project Initiation, execution, analyzing. Communication Skills and Business Etiquettes, LEO trainings

Personal Details **:** **Date of Birth:** 25th August, 1985
Languages Known: English, Hindi, and Marathi
Nationality: Indian
Marital Status: Married
Interests: Listening Music