***Sinan***

***ALPERTONGA***

***English Teacher***

***G****ifted interpreter with aptitude for conveying emotion, style and content of Turkish speakers.*

***B****ringing in-depth knowledge of cultural context and idiosyncrasies.*

***P****roven ability to provide translations quickly and accurately developed over 5 years of experience.*

***P****erformed ongoing written translations in English for Turkish Authors.*

**Work History**

**2015-01 - current** **Freelance Translator**

**Any, Konya, 42**

* *Translated various documents from English to Turkish and from Turkish to English*.
* *Reviewed final works to spot and correct errors in punctuation, grammar and translation.*

**2017-09 - 2019-06** **Native English Teacher**

**Mektebim Private College, Konya, 42**

* *Established appropriate deadlines and provided complete instructions for reading assignment and homework.*
* *Completed in-service and additional training to maintain professional growth.*
* *Administered assessments and standardized tests to evaluate student progress.*
* *Led interesting and diverse group activities to engage students in course material.*
* *Instructed classes of up to 20 students on principles and strategies of English Speaking.*
* *Cultivated relationships with parents for complete support network.*
* *Planned, implemented, monitored and assessed classroom instructional program.*
* *Marked lesson notes, corrected errors and made useful suggestions on written assignments for improved writing communication performance.*
* *Facilitated group sessions and provided one-on-one support.*
* *Taught students reading, listening, and speaking abilities.*

**Education**

**2002-09 - 2007-06** *Associate of Arts: Teacher Education*

*Anatolia University - Eskişehir*

**1994-09 - 2001-06** *Anatolia School of Secondary and High Education*

*High school grades: years 9-10-11-12*

*Secondary school gardes: Prep. class, year 6-7-8*

**1993-09 - 1994-06** *Cumhuriyet Primary school*

*year 5*

**1988 - 1993-02** *Keiraville Primary school*

*Kindergarten - years 1-2-3-4-5*

**Personal Info**

**Address**

Orhaniye Mah. Orhaniye Cad. No: 57

ILGIN / KONYA / TURKEY

**Phone**

+90 542 775 75 69

**E-mail**

[alpertonga1982@gmail.com](mailto:alpertonga1982@gmail.com)

**Skills**

English to Turkish translation 5/5

Turkish to English translation 5/5

Proofreading and editing 4/5

Bilingual in Turkish and English 5/5

Public speaking ability 4/5

Extremely organized 4/5

**Software**

Word 5/5

Excel 4/5

Powerpoint 4/5

**Languages**

English (native) 5/5

Turkish (native) 5/5

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**Accomplishments**

* **Documentation**

*Wrote and edited documents to keep staff informed on policies and procedures.*

* **Project development**

*Collaborated with team of 5 teachers in the development of a Comenius Project on Recycling.*

**Certifications**

**2018-06** *Certificate of the Course “Increasing Efficiency in Education and Effective Classroom Management”.*

**Interests**

* *Literature*
* *Sports*
* *Art*
* *Science*