

Ozlem ILYAS TOLUNAY

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EDUCATION

- Bosphorus University, Department of Translation and Interpreting (1995-2000)
(I ranked 3rd in the central university entrance exam in Turkey)
- Manisa Fatih Anadolu High School (1986-1995)
(Instruction language is English at Anadolu High Schools)

FREELANCE REFERENCES

TECHNICAL

BOSCH	(manuals of refrigerators, dishwashers, ovens etc.)
PROFILO	(manuals of refrigerators, dishwashers, ovens etc.)
SIEMENS	(manuals of refrigerators, dishwashers, ovens etc.)
TEBA	(manuals of air conditioners)
VACON	(manuals of AC drives)
BOSS MEDIA	(web site localization)
HP	(manuals, marketing documents, etc.)
INTEL	(IT MANAGER GAME , manuals, marketing documents, etc.)
XEROX	(Various manuals-I have a very large Xerox TM)
TOSHIBA	(Mobile phone manuals)
OERLIKON	(Welding electrodes, welding machines)
ALCATEL	(Mobile phone manuals)

MEDICAL & PHARMACEUTICAL SECTOR

GUIDANT	(system guides of various pacing systems)
DRAGERMEDICAL	(manuals of anesthesia machines)
GENERAL ELECTRIC	(manuals, medical systems information technologies)
OTODYNAMICS	(OAE Catalogue)
BRISTOL-MYERS SQUIBB	(documents related with Hope for Hep B)
BAYER	(Cropscience Corporate Brochure 2005/2006)
ASTRAZENECA	(documents, agreements, research reports, etc.)
NOVO NORDISK	(documents, agreements, research reports, etc.)
AKZO NOBEL	(documents, agreements, research reports, etc.)
SANOFI AVENTIS	(documents, agreements, research reports, etc.)

AUTOMOTIVE

BUSWORLD

(all the Turkish translations on www.busworld.tv)

TRW INC.

(technical, marketing and sales documents)

AUTOGAS UPDATES

(a publication of GAIN –global autogas industry network-)

ECONOMY, BUSINESS & MANAGEMENT, MARKETING

ISTANBUL CHAMBER OF INDUSTRY (Turkish Economy in 2006, Report)

SAP

(Performance Management, Marketing, ERP)

DELOITTE

(Economic outlooks and various kinds of reports)

SKILLSOFT

(Translation of the e-learning courses into Turkish)

NGOs (project texts, project reports, brochures, budgets)

THE FAIR WEAR FOUNDATION

(Social affairs, textile industry, unions)

HISTORY FOUNDATION

(Social affairs, education, youth policy)

WALD

(World Academy Of Local Government And Democracy -Local government, social affairs,)

ACEV

(The Mother Child Education Foundation - Child education, youth policy)

EU RELATED

EUROPEAN COMMISSION'S COMMUNICATION PROJECT

(Translation of the EU related news, projects and activities taking place in Turkey from Turkish into English)

INTERNATIONAL ENERGY AGENCY

(Energy Market Experience)

SUSTAINABLE DEVELOPMENT COMMISSION

(Is Nuclear the Answer?)

EUROPEAN ENVIRONMENT AGENCY

(Reports)

EUROPEAN UNION

(Decisions of the Turkey-EU Association Council)

BOOKS TRANSLATED (English - Turkish)

- [*Bury Me Standing, Gypsies and Their Journeys*](#), Isabel Fonseca, Ayrinti Publishing House (published in January 2002).
- [*Destination: Void*](#), Frank Herbert, Sarmal Publishing House (published in January 1999)
- [*The Divine Comedy of Ariadne and Jupiter*](#) , Shere Hite, Papirus Publishing House. (published in February 1998)
- Financial Modeling for Project Finance, Penelope Anne Lynch, Euromoney Publications PLC (translated for Kure Limited).

IN HOUSE EXPERIENCE

ELS (ENGLISH LANGUAGE STUDIES)

Senior Editor

(ELS is a periodical published for high school students aiming to attend the language departments of universities)

- Planning and directing the research phase in order to designate the content of ELS,
- Preparing the questions which aim to improve the translation skills,
- Proofreading and implementing the final revisions before publishing.

WALD (WORLD ACADEMY FOR LOCAL GOVERNMENT AND DEMOCRACY),

Translator

- Translation of Projects, Project Reports, Budgets and all sorts of technical documents from English to Turkish or Turkish to English,
- Arranging the communication between the Project related parties and international alliances,
- Consecutive Translation at the meetings with international alliances,

BILGI UNIVERSITY

Internet Content Editor

- Preparing education related content for a web site,
- Contributing to the researches related with e-education,

TEBA GROUP OF COMPANIES, MARKETING DEPARTMENT

Translator and Interpreter

- Translating manuals and technical documents from English to Turkish or Turkish to English,
- Consecutive Translation at the meetings with international alliances.

SCHOLARSHIP & CERTIFICATES

- The scholarship of BUMED received for placing 3rd in the university entrance exam.
- Yıldız Technical University, English Teaching Certificate
- Goethe Institute, German Course, Certificate of Upper Intermediate Level
- French Institute, French Course Certificate, Upper Intermediate Level

COMPUTER HARDWARE

AMD Athlon(tm) XP 3000+ 2.16 GHz; 1 GB RAM; 120 GB SATA Hard disk; HP Printer/Scanner; (A)DSL 1024 Kpbs internet connection.

COMPUTER SOFTWARE

Windows XP Pro EN, MS Office 2003 EN, Across Personal Edition v3.5, SDLX 2006 (Build 6010)Trados FL 6.5.5 and LSP 6.5.7.516; MultiTerm 7; Multilizer 6.1 Enterprise Edition; Word Fast 5.0; ForeignDesk 6.0 and Lionlinguist 5.6; Microsoft Localization Tools 4.54; ENLASO Tools; Adobe Acrobat 7.0 Pro; Adobe Photoshop 6.0, Abby Fine Reader 7.0; QuarkXpress 4.0, Macromedia Dreamweaver 8, Zone Alarm; AVG Antivirus; Winrar; Winzip; etc.

RESOURCES

Trados Reference TM containing about 2 million TUs. Over 40 bilingual word lists containing 200.000+ entries in various subject areas. These glossaries are available in TMX format as well. Over 5,000 pairs of files in English and Turkish collected from bilingual websites on the Internet, ready for alignment, or monolingual concordance search. Extensive list of websites for reference, search, terminology, etc.

PERSONAL INFORMATION

Nationality : The Republic of Turkey

Date and Place of Birth : 07 June 1975, Manisa, Turkey

Marital Status : Married