

COVER LETTER

Dear Sir/ Madam;

I'm responding to your ad on the paper/internet regarding work as an ESL Teacher, Language Interpreter / translator / instructor or any related position for a positioning in your organization.

Based on my experience and high performance, I offer the following skills and accomplishments.

- Exceptional communication/interpersonal and organization skills.
- Strong team orientation.
- Experienced in working with adults/children from diverse cultural backgrounds.
- Creative problem solving.
- Superior analytical capabilities.
- Strong personal character.
- Exceptional technical, analytical performance
- Management abilities
- Strong Linguistics knowledge
- Powerful computer skills
- Detail Oriented

Thank you very much for taking the time to read my letter or for considering me as a candidate for the job. Please feel free to call me at 847-401-1728 or email me at ahmetasar@live.com

Thank you for your early attention.

Sincerely,

Ahmet A. Asar

CONTACT INFO

612 Waterford Rd Unit 1C Schaumburg, IL 60193

Phone: 224-653-9595 Cell: 847-401-1728

Email: ahmetasar@live.com

Ahmet A. Asar

Language INTERPRETER / Translator and instructor

612 Waterford Rd Unit 1C
Schaumburg, IL 60193 USA

Phone: 224-653-9595 Cell: 847-401-1728

Email: ahmetasar@live.com

CAREER SUMMARY

To contribute relevant experience, educational background and linguistic skills to a full-time Teaching of English as a Second Language position.

Ahmet A. Asar is a Language Teacher with over 10+ years of experience in the education area. His teaching experience includes teaching English, Turkish, and Azerbaijani, Translating and Interpreting of Turkish/English.

EXPERIENCE

FREELANCE - Aug 2009 - Present @ Cyracom.com

TURKISH, LANGUAGE INTERPRETER

- Worked as Turkish and Interpreter for Mostly Medical Facilities, clinics and Hospitals all over the USA.

FREELANCE - Nov 2002 - Present @ LionBridge Washington, DC

TURKISH, LANGUAGE INTERPRETER

- Worked as Turkish and Interpreter for Federal Immigration Courts in Chicago and all over the USA.
- Did 1st person, 3rd person and simultaneous interpretations in various court sessions.

FREELANCE - Nov 2002 - 2010 @ LLE – Language Learning Washington, DC

TURKISH, & AZERBAIJANI LANGUAGE INTERPRETER

- Worked as Turkish, and Azerbaijani Interpreter and translator in the USA, Canada, UK and for companies all over the world.

FREELANCE - August 2002-Present @ LLS – Language Line Monterey, CA

TURKISH, & AZERBAIJANI LANGUAGE INTERPRETER

- Worked as Turkish, and Azerbaijani Interpreter in the USA, Canada, UK and for companies all over the world.

FREELANCE - February 1997 – June 2002 @ Online Interpreter Chicago, IL
TURKISH, & AZERBAIJANI LANGUAGE INTERPRETER

- Worked as Turkish, and Azerbaijani Interpreter for companies all over the world.

June 1998 – October 2000 @ Inlingua School of Languages Chicago, IL
TURKISH, LANGUAGE INTERPRETER

- Worked as Turkish, Interpreter for Chicago Cook County Circuit Court Cases.

FREELANCE - July 1998-Present @ Berlitz Int'l Language Center Oakbrook, IL
TURKISH LANGUAGE INSTRUCTOR

- Taught Business Turkish to adults.

Nov. 1997-July 1999 @ Niagara Educational Services Chicago, IL
TURKISH LANGUAGE INSTRUCTOR, WEB DESIGN INSTRUCTOR /
COMPUTER DEPT. DIRECTOR (AS A VOLUNTEER)

- Taught Turkish to Non-Turkish Adults
- Taught designing Win95, Office 97, Internet, and Intro. To PC
- Directed Computer Dept. that has 12 Courses and fixed and upgraded
- Instructed ESL classes for young adults
- Constructed and taught classes in grammar, reading, writing, listening and speaking.

Nov. 1997- July 1998 @ Rainbow Internet Technologies Chicago, IL
WEB PAGE DESIGNER / COMPUTER CONSULTANT

- Helped clients for *PC support* needs and trained them.

Oct.1996 – Nov. 1997 @ Omni Computers Chicago, IL
HELP DESK / PURCHASING MANAGER

- Helped the customer *over the phone nationwide* and solved their problems
- Increased *online sales* and did excellent *customer service* and *help desk*

June 1995 –June. 1996 @ Qafqaz University Baku, Azerbaijan
TURKISH AND ENGLISH LANGUAGE INSTRUCTOR

- Taught Turkish and English to students

EDUCATION

2001-2008 **DePaul University** Chicago, IL

- **MS. Computer Science – Information Systems**

1991–1995 **Ataturk University** Erzurum, Turkey

- **BA. Education Faculty English Language Dept. [Concentration in Teaching of English to Speakers of Other Languages]**

1987–1991 **Uludag University** Bursa, Turkey

BA. Tourism Management and Hotel Director

ASSOCIATIONS/CERTIFICATIONS

- Turkish – American Chamber of Commerce - Member

SKILLSET SUMMARY

Skills:

- Internet Tools
 - Dreamweaver 4-5
- General [E – Commerce Related]
 - Web Project Management
 - Designing Web Usability

Design

A designer at heart, I've been designing for print and the web for over 6 years. During that time, not only have I developed knowledge for, and about the tools of design, but I've also gained confidence in using those tools to create effective, original design.

Language

Needless to say, I am in love with languages and helping people by using it.

Project Management/ E-Commerce Design

Direction in addition to promoting technical know-how, working for a small firm also encouraged client contact and interaction. This allowed me to work closely with clients, analyzing design and functionality needs, while also acting as somewhat of an expectation manager and web educator. Being able to understand and participate in virtually every aspect of the business provides a valuable tool in estimating budgets, timelines, and technical feasibility.

Customer Relationship / Marketing

During the site design or analysis I had change to learn how to direct customer's request to success and put these requests into actions. Directed e-marketing campaigns (search engines submissions, links exchange, promotions, increasing traffic tactics, newsletters) for couple of the sites I have designed.

Publication

Wrote " Quick Response" for Technical Support Team. Published some eCommerce articles on some content sites such as codekit.com

Interests/Activities

Documentary Filming, Fine Art Photography, Architecture, internet research, optimization, Backpacking

FUNCTIONAL SUMMARY

- Self motivated achiever with proven ability to plan and implement to execution.
- Strong organizational and leadership skills.
- Extensive experience in business and technical development.
- Significant experience in phone interpretation and in the courts.
- A team player with a love for working with humans. Approach is to be precise.
- Versatile skills with a broad range of technical, industrial knowledge. With my skills, my creativity has no limits.
- Key ingredients for success include *intensity, creativity, integrity, customer focus, competence, Professionalism, Confidentiality, Accuracy, Skill and Accuracy, Confidentiality, Privacy and Secrecy, and Appropriate Professional Behaviors.*
- Proficient at problem identification and resolution.
- Excellent working in a team or independently.
- Maintain client relationships and manage projects when needed
- E-Commerce Business analyst
- Human Factor (Usability) Analyst, User Interface Specialist manufacturer.
Total project staffing included over 35 client personnel and 20 consultants.

MISC. :

- PC, desktop publishing, various linguistic software, fax machine available.

AREAS OF EXPERTISE:

- Teaching, Training, Advertising, Agriculture, Archaeology, Architecture, Brochures/catalogs, Communications, Construction, Contracts, Correspondence, Culture, Economics, Education, Environment, Finance, Food, Government, Health, History, Humanities, Industry, Journalism, Law, Linguistics, Literature, Manufacturing, Marketing, Medical, Military, Miscellaneous, Patents, Philosophy, Photography, Physics, Politics, Religion, Sciences, Social/Humanities, Telecommunications, Textile industry

PROFILES :

- <http://www.proz.com/profile/1166375>
- <http://www.passport2riches.ws/tr/>

REFERENCES FURNISHED UPON REQUEST