

Curriculum Vitae

Personal Details

Name: Burcu Bozdag
Phone: +90 530 387 34 70
E-Mail: bbozdag86@gmail.com
Date of Birth: 25.06.1986
Nationality: Turkish



Work Experience

April 2008 - Present **Freelance Translator, Editor and Proofreader**
Oct 2010 - May 2019 **Senior Project Manager, Translator & Proofreader**
Trend Freelancers, Ankara (Turkey)

Education

Graduated in 2011 Ankara University, Ankara / Turkey
Bachelor of Arts, English Language and Literature
Graduated in 2009 Selcuk University, Konya / Turkey
English Teaching Certificate (Pedagogical Formation)

Technical proficiency

SDL Trados Studio 2019, memoQ, Across, Transit XV, Tstream, Crowdin, Google Translator Toolkit, Memsource Cloud, Passolo, SDLX, Wordbee, Wordfast, XTM, XTRF Translation Management System, Plunet Business Manager, Adobe Acrobat and Microsoft Office Programs.

Areas of Expertise

Technical Translations

- ❖ Automotive, mechanical engineering, automation, vehicle engineering, process engineering, packaging engineering, food industry, etc.
- ❖ Technical manuals, operating instructions, user guides, maintenance guides, safety instructions, warranty documents, and workplace safety booklets

Marketing Adaptation/Website Localization

- ❖ Website localization for major telecommunications, automotive, architectural and construction companies, machinery, electronics, etc.
- ❖ Translation of marketing brochures, product/project presentations, product name evaluation, slogan adaptation and tagline evaluation for various fields
- ❖ Marketing surveys, shopping studies, consumer satisfaction surveys, studies, and questionnaires for various industries
- ❖ Product/project presentations and marketing brochures

Software and Game Localization

- ❖ Translation and localization of online games and most of the computer games ever translated into Turkish.
- ❖ Hardware and software localization, translation of systems and Networks
- ❖ Internet, e-commerce, multimedia, online communities
- ❖ Translated numerous games from classical computer games to popular mobile games.

Skills / Capabilities

Full Professional Proficiency in English

Native in Turkish

Eye for detail

Proof-Reading

Terminology Management

A principled, respectful business approach