SERDA SOYLU

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PROFILE

• Extensive project management skills, managed Turkish localization projects in coordination with

   multiple major LSPs

• Experienced in localizing Applications (UI, UA, Help, Marketing, Web) and Games

• Comprehensive IT skills

• Strong attention to detail, effective communication skills and ability to work cross-culturally

• Advanced user of CAT and QA tools, with additional skills in web/graphics design and DTP

• Notary certified English <> Turkish translator.

PERSONAL DETAILS

Work Experience:	More than 10 years
D.O.B:	31/05/1974
Gender:	Female
Nationality:	Turkish / British
Languages:	Turkish: Native
	English: Native

EXPRIENCE

S.A.M.S Translation (Translation – Localization) - Turkey   Aug 2011 - Present

Freelance Project Manager / Senior Translator

• I have been working both on-site (Spain and UK) and as a remote translator for major

   companies for localisation of computer applications and games, testing and DTP.

Nuna Localization (Translation – Localization) -Istanbul / Turkey   May 2010 - Aug 2011

Operations Manager

• To take care and conduct the company's overall operation and management affairs in

   coordination with multiple major LSPs.

Nuna Localization (Translation – Localization) Istanbul / Turkey   April 2008 - May 2010

Senior Project Manager

Translation projects include:

- Adobe CS5
- Illustrator, Fireworks, ID/IC Application UI - Help
- Photoshop, Fireworks, Dreamweaver, Illustrator, Fireworks, ID/IC Marketing Materials (online and published)
- WinSoft
- UI and Marketing Materials

Kavis Publishing House – Istanbul   Oct 2007 – Apr 2008

Freelance Translator

Translation of the book The Seven Poor Travellers by Charles Dickens

ISBN No: 6055730031

Major Training – London   Apr 2006 – Sep 2007

Freelance Trainer (Graphics and Office Applications)

Computer Literacy – London   Apr 2001 – Apr 2006

In-house Trainer (Graphics and Office Applications)

Marshall Cavendish – London   Jan 2001 – Apr 2001

Freelance Graphic Designer

PDMI – London   Feb 1999 – Nov 1999

In-house Graphic Designer

EDUCATION

London Middlesex University   1995 – 1998

Graphic Design

City and Islington College (London)   1994 – 1995

Graphic Design: Foundation Course

EDUCATION (CONTINUED)

Yalova College of Business and Commerce 1989 – 1992

COURSE

Structured behavioural interviewing training Aug 2010

COMPUTER SKILLS

Almost all CAT/Linguistic QA/Localization Project Management tools/software available

Expert with various Web/Graphics Design/Desktop Publishing applications including:

Adobe Photoshop, Illustrator, Dreamweaver, Flash, InDesign/InCopy and Acrobat.