

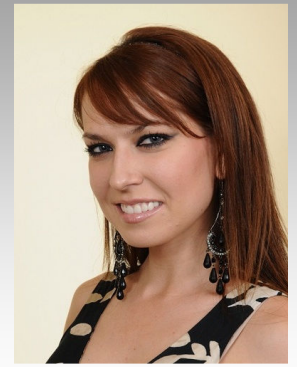
GELYUSYA DONMEZ

Translator/Interpreter

English

Russian

Turkish



Summary of Qualifications

Highly skilled and experienced medical and technical translator with over 20 years of full-time translation experience (Russian into English and Turkish into English) in the medical and life-science fields. Technically proficient in all popular versions of translation software. Worked with documents of over 30 pharmaceutical companies and hundreds of medical institutions.

Work Experience

September 2011 – Present

Freelance Medical Translator/Interpreter

Naberezhnye Chelny/RUSSIA
Kusadasi/TURKEY

July 2009 – September 2011

Trend Translation Services

Editor and Translator/Interpreter
Ankara/TURKEY

September 2003 – July 2009

Freelance Translator/Interpreter

Houston, San Francisco, Los Angeles/USA

June 2007 - December 2008

San Francisco Marketing

Marketing Specialist
San Francisco, California/USA

June 2006 - June 2007

Reddwerks Corporation

Senior Accountant
Austin, Texas/USA

September 2003 – June 2006

Gulf Coast Ventures, Retailer of RC Toys

Financial Analyst
Houston, Texas/USA

Education

University of Houston, Houston, Texas/USA

- Bachelor of Business Administration
- Full time BBA student
- Fall 2003 and Spring 2004 Dean's List
- GPA: 4.00/4.00

Selcuk University, Konya/TURKEY

- Bachelor of Business Administration
- Overall GPA: 3.60/4.00
- GPA of the last two semesters: 4.00/4.00

Private Tatar-Turkish High School, Naberezhnye Chelny/RUSSIA

- Graduated as a valedictorian
- Received a golden medal for success in studies
- GPA: 5.00/5.00

Areas of Expertise

Medical and Life-Science Translations:

- ❖ Clinical study documentation, medical records, patient and investigator's brochures, information sheets, medical surveys, clinical study protocols, adverse events, general medical information, instructions for use, manuals for various medical products and implants, scientific articles in the fields of internal medicine, pediatrics, cancer, psychiatry, infectious diseases, maternal care, general health care, etc.

Legal Translations (primarily relating to medical institutions/ pharmaceutical companies):

- ❖ Standard operating procedures, medical institution charters, clinical study agreements, confidentiality agreements, certificates, legal statements/notices, insurance policies, legal correspondence, etc.

Interpreting

- ❖ Remarkable interpreting skills
- ❖ Superb command of idiomatic, linguistically complex and highly technical conversations in **Russian, Turkish and English** languages
- ❖ Certified interpreter for advanced aircraft training courses on Eurocopter helicopters at Eurocopter Helicopter Training Academy, Donauworth/GERMANY
- ❖ Certified interpreter for training courses on combined cycle power plants at Siemens Energy Training Academy, Erlangen/GERMANY
- ❖ Previous interpreting experience include:
 - Numerous training courses at Eurocopter Helicopter Training Academy, Eurocopter Deutschland GmbH (4 weeks each), including:
 - EC 145 Mechanics, **Donauworth/GERMANY** (12/11/2012-07/12/2012)
 - EC 135 Type Rating (Practice), **Manching/GERMANY** (03/10/2011-07/10/2011)
 - BK 117 Type Rating (Theory), **Donauworth/GERMANY** (19/09/2011-30/09/2011)
 - B 1 Type Training for Eurocopter MBB-BK 117 C2, including interfaces to Turbomeca Arriel 1 engine, **Donauworth/GERMANY** (04/10/2010-29/10/2010)
 - EC 145 Mechanics, **Donauworth/GERMANY** (06/09/2010-24/09/2010)
 - Training at Siemens Energy Training Academy (Operator MMI Training, Boiler Training), **Erlangen/GERMANY** (24/04/2017-28/04/2017)
 - Training at Hamitabat Combined Cycle Power Plant – CMI Scope of Supply (Boiler), **Hamitabat/TURKEY** (17/01/2017-19/01/2017)
 - Training at Siemens Energy Training Academy (Operator MMI Training), **Erlangen/GERMANY** (10/10/2016-21/10/2016)
 - Training at Hamitabat Combined Cycle Power Plant – Siemens Scope of Supply (Gas Turbine, Steam Turbine, Water Steam Cycle, Electrical System and I&C), **Hamitabat/TURKEY** (22/08/2016-29/09/2016)
 - Training at Siemens Training Academy (SFC/SEE), **Nürnberg/GERMANY** (07/07/2014-11/07/2014)
 - Training at Kirishi Combined Cycle Power Plant – Siemens Scope of Supply (Electrical Maintenance), **Kirishi/RUSSIA** (30/06/2014-04/07/2014)
 - Training at Turbomeca France Affiliated Training Center (Mechanic's Training on Engines), **Bidart/FRANCE** (16/06/2014-20/06/2014)
 - Training at Siemens Energy Training Academy (Operator MMI Training), **Erlangen/GERMANY** (19/05/2014-06/06/2014)

- Training at Samsun Combined Cycle Power Plant – Siemens Scope of Supply (Gas Turbine, Steam Turbine, Water Steam Cycle, Electrical System and I&C), **Samsun/TURKEY** (14/04/2014-09/05/2014)
- Training at Siemens Energy Training Academy (Operator MMI Training), **Erlangen/GERMANY** (23/09/2013-11/10/2013)
- Training at Serovskaya Combined Cycle Power Plant – Siemens Scope of Supply (Steam Turbine, Electrical System and I&C), **Serov/RUSSIA** (06/05/2013-17/05/2013)
- Conference on Brucellosis, **Menemen/TURKEY** (09/04/2013-11/04/2013)
- Conference on Aquaculture, **Menemen/TURKEY** (02/10/2012-05/10/2012)
- Training on Medicinal and Aromatic Plants, **Antalya/TURKEY** (25/09/2012-28/09/2012)
- Negotiations between Siemens AG and Gazprom, **Moscow/RUSSIA** (26/06/2012-22/05/2012)
- Negotiations between Siemens AG and Gazprom, **Kirishi/RUSSIA** (10/05/2012-12/05/2012)
- Training at Siemens Energy Training Academy (Operator MMI Training), **Erlangen/GERMANY** (05/12/2011-16/12/2011)
- Training at Nyaganskaya Combined Cycle Power Plant – Siemens Scope of Supply (Electrical System and I&C), **Nyagan/RUSSIA** (31/10/2011-09/11/2011)
- Training at Siemens Energy Training Academy (Operator MMI Training), **Erlangen/GERMANY** (25/07/2011-29/07/2011)
- Training at Ambarli Combined Cycle Power Plant - Siemens Scope of Supply (Basic Operation Training), **Istanbul/TURKEY** (04/07/2011-08/07/2011)
- Training at Ambarli Combined Cycle Power Plant - Siemens Scope of Supply (Electrical System and I&C), **Istanbul/TURKEY** (11/07/2011-15/07/2011)
- Training at Ambarli Combined Cycle Power Plant - Siemens Scope of Supply (Gas Turbine), **Istanbul/TURKEY** (18/07/2011-22/07/2011)
- Oracle OpenWorld, the world's largest information technology event, **San Francisco/USA** (11/10/2009-15/10/2009)
- VM World, conference for virtualization and cloud computing, **San Francisco/USA** (31/08/2009-03/09/2009)
- NADA Convention & Expo, **San Francisco/USA** (09/02/2009-12/02/2009)
- Macworld Conference & Expo, **San Francisco/USA** (05/01/2009-09/01/2009)
- RSA Conference, internet security conference, **San Francisco/USA** (20/04/2009-24/04/2009)
- Game Developers Conference, **San Francisco/USA** (23/03/2009-27/03/2009)
- Network World: IT Roadmap Conference & Expo, **Denver/USA** (09/03/2009-13/03/2009)

Technical Translations

- ❖ Technical manuals, operating instructions, catalogues, user guides, maintenance guides, safety instructions, warranty documents, workplace safety booklets and technical training manuals, including numerous training manuals on Siemens Combined Cycle Power Plants (Basic Operation Training, I&C, Gas Turbine, Operator MMI Training) and Siemens Wind Turbines
- ❖ Product/project presentations and marketing brochures
- ❖ Translation of chemical processes and materials/alloys in metallurgy and energy generation facilities
- ❖ Recipient of aircraft training for Eurocopter MBB-BK 117 C2 (EC-145) as well as EC-135 Helicopters including pilot training, maintenance, mechanics, electrical systems, avionics, and interfaces to Turbomeca Arriel 1 Engines from Eurocopter Helicopter Training Academy, Eurocopter Deutschland GmbH/GERMANY

Business/Financial/Accounting Translations

- ❖ Company documentation including distribution and revision, quality policies, organizational charts, management responsibilities, quality systems, etc.
- ❖ Accounting and financial records, including financial statements, financial analyses, financial reports, P&L variance, inter company accounts, aging, tax and fiscal reports, customs, protocols, banking reports, insurance reports, investment reports, marketing research, stock market reports, etc.

Skills

- Superb command of Russian, Turkish and English languages and grammar
- Proficiency in SDL Trados Studio, Wordfast, MS Office, etc.
- Extensive translation experience in the medical and life-science fields, including medical and legal documentation of hundreds of medical institutions
- Translated documents of over 30 pharmaceutical companies
- Adheres to client confidentiality requirements
- Successfully completes projects within time and budget constraints
- Easily adapts to new systems or environment, excellent work ethics

Note: References will be provided upon request