

## Contact

London, UK  
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(LinkedIn)

## Top Skills

Localization  
CAT tools  
Project Management

## Languages

İngilizce (Full Professional)  
Türkçe (Native or Bilingual)  
İspanyolca (Elementary)  
Portekizce (Elementary)

## Certifications

Training on European Union  
Motaword Certificate of Achievement  
TESOL  
Ollang Mindset Training  
Teach English Now! Foundational  
Principles

## Publications

Insanity in Ginsberg's and Epstein's  
Howl from a Foucauldian Point of  
View  
Cloud Nine ve Türkiye'de Cinsiyet  
Politikaları  
Amatörler için Psikanaliz  
Bilinçdışı

# Naz Altınay

Copywriter /CIOL Member and Chartered Linguist/English - Turkish  
Interpreter/Translator/Content Writer/Proofreader/Editor/Book  
Translator  
Finsbury Park, England, United Kingdom

## Summary

- Multilingual: Turkish, English. Conversant in Spanish and Portuguese.
- Cosmopolitan: At ease living among different cultures.
- Copywriting in English and Turkish
- Translation (Turkish < > English): technical, medical, financial, academic, legal, marketing, subtitling.
- Interpreting (Turkish < > English): consecutive, court
- Editing: proofreading, technical
- Writing: web, academic, copy
- EFL instruction

## What are my areas of speciality?

- Law
- Official documents
- Professional communication
- Technical
- Finance
- Cinema & TV
- Academia
- Web content
- Promotional materials

## Who have I worked for?

- Giorgio Armani
- Akbank
- Abalioglu
- City of Umraniye
- Buyukharf Press
- Altikirkbes Press
- TCDD (Turkish State Railways)
- Ege University
- Turkish Ministry of Tourism & Culture

- DHL
- JTI (Japanese Tobacco International)

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## Experience

### Global Immigration Law

1 year 2 months

### Senior Copywriter

January 2022 - Present (8 months)

London, England, United Kingdom

Copywriting for magazines and journals for the company, preparing marketing materials and designing the adverts.

### Freelance Interpreter

July 2021 - July 2022 (1 year 1 month)

London, England, United Kingdom

Providing contract-based translation, localization and interpreting services to the law firm. Translation of legal texts, interpreting for the clients and website localization services.

### Copywriter Collective London

#### Creative Copywriter

January 2021 - Present (1 year 8 months)

London

### The Hall

#### Content Writer

March 2021 - Present (1 year 6 months)

London, England, United Kingdom

### ONCALL Interpreters & Translators

#### Telephone Interpreter

July 2021 - June 2022 (1 year)

London, England, United Kingdom

### Büyükharf Yayın-Yapım

#### Content Editor

January 2021 - June 2022 (1 year 6 months)

Ankara, Turkey

Content creation

- Writing articles for Tourism and Culture Magazines of the Turkish Ministry of Tourism
- Writing albums and book reviews
- Editing the magazine for English and Turkish articles

## Linguaphile Translation and Tutoring

3 years

### Translation Project Manager

2019 - June 2022 (3 years)

London, England, United Kingdom

#### Translation management

Clarify project parameters and negotiate deadlines and rates with partners/clients.

# Organize and lead project team. Establish and maintain excellent relationships

with virtual translators and editors globally.

# Plan and coordinate resources; calculate resource requirements taking into account the schedule and size of the project; react in a rapid and flexible way to

modifications to the schedule or size of the project. This may include recruitment of translator team and/or logging new jobs and preparing work orders in Workspace.

# Assure consistent and timely collaboration and communication among the different teams and to the partner. Manage the flow of information between all members of the project.

# Promote consistent communication with partner organizations, assuring they are kept up to date on progress of project, and seek feedback throughout the process.

# Ensure the overall quality of projects and coordinate quality assurance processes.

# Analyze, organize, troubleshoot, and solve problems with available resource and

in coordination with TWB team.

# Manage project finances, and assure project stays within budget.

# Perform project close tasks such as: archiving, organizing, conducting, and summarizing post-project reviews.

# Synthesize and disseminate learnings to improve best practices in project management, workflows, and related processes.

# May serve as ad hoc project manager on projects that require a limited degree of

project management.

# Performs other tasks as assigned.

Founder

March 2021 - May 2022 (1 year 3 months)

Londra, İngiltere, Birleşik Krallık

Home of Performance

Copywriter

January 2020 - March 2022 (2 years 3 months)

London

Copywriting for marketing materials of companies in the textile, fashion and arts sector.

Inkilap Publishing House

Book Translator

September 2020 - January 2022 (1 year 5 months)

IYUNO Media Group

Subtitle Translator

December 2018 - September 2021 (2 years 10 months)

Korea

Subtitle translation of Korean series.

OYDEM Yabancı Dil Eğitim Merkezi

English Teacher

September 2018 - September 2021 (3 years 1 month)

Izmir, Turkey

Sentro Yabancı Dil Hizmetleri ve Danışmanlık Ltd. Şti.

Freelance Consecutive Translator

September 2017 - September 2021 (4 years 1 month)

Izmir, Turkey

Consecutive Translation in different projects.

Strater Tercüme

Freelance Translator

July 2016 - September 2021 (5 years 3 months)

Istanbul, Turkey

İKİLEM

Book Translator  
May 2020 - September 2020 (5 months)  
İzmir, Türkiye

Synergium Sweden AB  
Remote Translator  
February 2017 - September 2020 (3 years 8 months)  
İzmir, Türkiye

Yörsan  
Consecutive Translator  
June 2018 - June 2018 (1 month)  
Susurluk

Project based consecutive translation for the technicians

Hacettepe Akademi  
English Teacher  
March 2017 - June 2018 (1 year 4 months)  
Karşıyaka

JTI (Japan Tobacco International)  
Consecutive Translator  
April 2018 - May 2018 (2 months)  
Torbalı Mah., İzmir, Türkiye

Project-based consecutive translation for the SCADA training

Teleperformance  
Apple Online Store Advisor  
August 2016 - April 2017 (9 months)  
Athens, Greece

Apple After Sales Advisor

INOVA Tercüme Bürosu  
Freelance Translator  
April 2016 - February 2017 (11 months)  
İstanbul, Turkey

Freelance Translation service provider.

Bilge Adam  
English Teacher  
December 2015 - July 2016 (8 months)

English Teacher for A1 and A2 level classes

Ithaki Yayinlari

English Translator

July 2014 - April 2015 (10 months)

Book translation

Ankara University

Lecturer

September 2014 - February 2015 (6 months)

English Lecturer

Ege Üniversitesi 50. Yıl Sanat Köşkü

Subtitle Translator

September 2011 - February 2012 (6 months)

İzmir, Türkiye

Film Çevirmeni

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## Education

London Metropolitan University

Master's degree, Creative, Digital and Professional Writing · (2017 - 2019)

Ege University

Bachelor's degree, American Culture and Literature · (2009 - 2014)

Ankara University

Master's degree, Comparative International Relations · (2014 - 2016)

Universidade do Porto

Bachelor's degree, American Culture and Literature · (2013 - 2014)

Ege University

Pedagogical Formation, Teaching English as a Second or Foreign Language/

ESL Language Instructor · (2015 - 2016)