

CANER ÇONI

LANGUAGE SERVICE PROVIDER

Ankara, Etimesgut, 06815

+90-552-6585913

canerconi@pm.me

PROFILE SUMMARY

Dedicated worker with excellent communication, time management and computer skills. Aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hardworking by my peers, I can be relied upon to help your company achieve its goals.

WORK EXPERIENCE

TRANSLATOR AND LOCALIZATION SPECIALIST

September 2011 - Present

Freelance Language Service Provider

Etimesgut, ANKARA

- Referred to dictionaries, lexicons, encyclopedias and computerized terminology banks for translation accuracy.
- Compiled information on content and context of information to be translated and on the intended audience.
- Compiled terminology and information to be used in translations, including technical terms such as those for legal and medical material.
- Edited and revise translated materials.
- Checked original texts and conferred with authors to ensure that translations retained the content, meaning and feeling of the original material.
- Discussed translation requirements with clients and determined any fees charged for services provided.
- Worked with coworkers to complete tasks.

WORK EXPERIENCE

SENIOR SALES AND MARKETING EXECUTIVE

Ada Kitap Müzik Multimedya

February 2019 – August 2022

Çankaya, ANKARA

- Monitored customer preferences to determine the focus of sales efforts.
- Advised dealers and distributors on policies and operating procedures to confirm functional effectiveness of business.
- Planned and directed staffing, training and performance evaluations to develop and control sales and service programs.
- Conferred with department heads to plan advertising services and secure information on equipment and customer specifications.
- Reviewed operational records and reports to project sales and determine profitability.
- Resolved customer complaints regarding sales and service.
- Assessed marketing potential of new and existing store locations, considering statistics and expenditures.
- Developed sales team through motivation, counselling and product knowledge education.
- Managed sales team to consistently achieve growth and hit sales targets.

EDUCATION

LATIN LANGUAGE AND LITERATURE

Ankara University

2011–

Çankaya, ANKARA

PROFESSIONAL SKILL

Linguistic Localizations

Legal Documentation Rewrites

Accuracy Verification

Confidential Information Protection

Word Conflict Identification

Spot Correction

LANGUAGES

Turkish, Native

English, Fluent

Latin, Beginner

CERTIFICATIONS

EFSet, C1 Advanced
