

# SEDEF ERGÜN



## COMMUNICATION AND GENERAL INFORMATION

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Location	Ankara, Turkey
Marital Status	Married, one child
Date of birth	05.01.1984

## PROFESSIONAL EXPERIENCE

### ❖ TRANSLATION IN TURKISH, ENGLISH AND FRENCH:

#### LANGUAGES:

- **TURKISH:** Native language
- **ENGLISH:** Reading, writing and speaking (advanced)
  - *Certificates:*
    - TOEFL CBT: 253 (February 2006)
- **FRENCH:** Reading, writing and speaking (advanced)
  - Education: I learned French in my childhood in Switzerland, when I was 4 years old.
  - *Certificates:*
    - DALF (Diplôme Approfondi de Langue Française)
    - Certificate equivalent to French high school diploma and certificate of French competence given by the France Embassy.

#### AREAS OF EXPERTISE:

Legal documents such as petitions, agreements and case results,  
The case results of the European Court of Human Rights,  
Medical and pharmaceutical files,  
Engineering documents such as technical specifications, usage manuals, project and training documents,  
Academic papers,  
Tender dossiers for construction companies,  
Documents concerning importation/exportation and logistics,  
Documents concerning environmental protection such as waste management manuals.

#### WORKING EXPERIENCES:

- **Freelance Certified Translator (2011 – present):**
  - **Services:** Translation, proofreading, consecutive interpretation, transcription.
  - **Qualification:** Reliable, meticulous, hardworking, customer oriented, having both private sector experience and academic experience, presenting high quality and conscientious works.
  - **Translation samples:**
    - The translation of a veterinary article from English to Turkish that I accomplished for the EJCAP magazine of the FECAVA association in Brussels can be reached from [here](#).
    - An article on freedom of expression and terrorism that I translated from French to Turkish for the 25<sup>th</sup> issue of the Magazine of the Turkish Academy of Justice through the Council of Europe in Ankara can be reached from [here](#):
  - Please refer to the following address to see her detailed profile: <https://www.linkedin.com/in/sedefergun>.

- **OSCE/ODIHR Limited Election Observation Mission to the Republic of Turkey for the Early Parliamentary Elections of November 2015 (September– November 2015)**

#### **Senior Administrative Assistant of the Deputy Head of Mission:**

The ODIHR (Office for Democratic Institutions and Human Rights) is the leading agency in Europe providing an insight into all elements of an electoral process and making concrete recommendations to improve it.

Due to her experience, professionalism, reliability and her good translation capabilities that she showed in the Mission of 2011, Sedef was invited once again to join both of the missions of Parliamentary Election and Early Parliamentary Election conducted in 2015.

#### *Duties:*

- To translate the [Statement of Preliminary Findings](#) and the [Interim Report](#), which are the official reports of the mission, from English to Turkish
- To translate the individual applications and petitions given to the Criminal Court of Peace, the Constitutional Court and the Supreme Board of Elections and the relevant decisions taken,

- To make consecutive interpretation in meetings with political parties,
- To translate press releases and several reports of political parties, research institutes and NGOs.

• **OSCE/ODIHR Limited Election Observation Mission to the Republic of Turkey for the Parliamentary Elections of June 2015 (May – June 2015)**

**Senior Administrative Assistant of the Deputy Head of Mission:**

*Duties:*

- To translate the [Press Release](#) of the International Election Observation Mission (OSCE/ODIHR, OSCE PA and PACE)
- To make the revisions of the [Statement of Preliminary Findings](#) and the [Interim Report](#), which are the official reports of the mission translated from English to Turkish
- To translate press releases and several reports of political parties and NGOs.
- To translate the individual applications and petitions given to the Constitutional Court and the Supreme Board of Elections and the relevant decisions taken.
- To translate television interviews with politicians,
- To make consecutive interpretation in meetings with political parties.

• **OSCE/ODIHR Election Assessment Mission to the Republic of Turkey for the Parliamentary Elections of June 2011 (May – June 2011)**

**Executive Assistant/ Translator of the Head of Mission and Deputy Head of Mission:**

*Duties:*

- Arranging various high-level meetings with senior officials from national elections authorities, relevant ministries, leaders of political parties, representatives of the media, non-governmental organizations and resident diplomatic community and making consecutive interpretation in these meetings,
- Translate sensitive documents, correspondences and articles,
- Accompany the Deputy Head of Mission in the election observations in the day of election.

❖ **INDUSTRIAL ENGINEERING:**

• **Drogsan Pharmaceuticals**

**Logistics and Production Planning Specialist, (2008 – 2011)**

*Duties:*

- To determine the material requirements for production planning and to follow the purchasing and logistics process of these materials,
- To exchange correspondence with foreign companies in the research phase of new raw materials and to carry on the importation process,
- To control the productivity of the production,
- To carry on the position of module administrator of Material Management (MM) and Production Planning (PP) in the integration phase of the company to the SAP software. Within this context; preparing the conceptual design and report designs, creating user manuals, giving trainings to new users, transmitting software errors and company expectations to the consultant company.

• **National Productivity Center**

**Project Assistant, (2007 – 2008)**

The project “Mutually Improving the Industrial Efficiency and the Environmental Performance on the level of SME’s” is founded by TÜBİTAK and carried on by the National Productivity Center, METU, and Çankaya University.

*Duties:*

- To make technical and academic resource studies and to investigate the case studies,
- To participate to the selection of the companies in which the project will be implemented, to make analyses in the companies and to suggest improvement methods for each of them,
- To prepare reports and to submit the monthly documentation of the project to TÜBİTAK.

• **Likom Software**

**Product Consultant, (2006 – 2007)**

*Duties:*

- To make the system analysis in companies buying Gusto ERP software,
- To give ERP consultancy and trainings,
- To lead the project of the client company by managing teams and to give online support to clients.

## EDUCATION

2005 – 2008: Çankaya University, Ankara

M.S in Industrial Engineering,

2001 – 2005: Başkent University, Ankara.

BSc in Industrial Engineering,

1995 – 2001: Tevfik Fikret High School, Ankara.

1990 – 1995: Charles de Gaulle French Embassy Primary School, Ankara.

## PUBLICATIONS AND CONFERENCE PRESENTATIONS

- Sedef Ergün, Sibel Uludağ-Demirer, Suat Kasap. A Study on Green Manufacturing in a Car Battery Manufacturing Plant. *International Journal of Applied Logistics*, 4(4), 32-50, October - December 2013.
- Sibel Uludağ Demirer, Sedef Elker, Suat Kasap. Atık Azaltma Metotlarının Akü Üretimine Entegre Edilmesi: Metot Geliştirme ve Uygulama. *Tarih Kültür ve Sanat Araştırmaları Dergisi: Tüketim Toplumu ve Çevre Özel Sayısı*, 1(4), 468-474, Aralık 2012.
- Kasap, S., Uludag-Demirer, S., Ergün, S. An Environmentally Integrated Manufacturing Analysis Combined with Waste Management in a Car Battery Manufacturing Plant. *Green Finance and Sustainability: Environmentally-Aware Business Models and Technologies*, Ed. Zongwei Luo, IGI Global, 2011.
- Sedef Elker, Sibel Uludağ Demirer, Suat Kasap. An Environmentally Integrated Manufacturing System Analysis in a Car Battery Manufacturing Plant. *6<sup>th</sup> International Symposium on Intelligent and Manufacturing Systems: Features, Strategies and Innovation*, Sakarya, Turkey (2008).
- Sedef Elker, Sibel Uludağ Demirer. An Integrated Preventive Production Planning Program with Waste Minimization. *18<sup>th</sup> Annual Conference of the Production and Operations Management Society*, Texas, USA (2007)
- Sedef Elker, Sibel Uludağ Demirer. An Integrated Preventive Production Planning Program with Waste Minimization. *International Conference on Environment: Survival and Sustainability*, Nicosia, Cyprus (2007).

## COMPUTER SKILLS

<i>Translation Software</i>	:	SDL Trados Studio (elementary), MemoQ (elementary)
<i>Enterprise Resource Planning Software</i>	:	SAP, Likom Gusto Enterprise Resource Planning
<i>Linear Programming Tools</i>	:	Lindo, Excel Solver
<i>Other</i>	:	Microsoft Office Programs

## SEMINARS AND CERTIFICATES

Seminar Name	Subject	Place	Date
Cleaner Production	A tool for Green Competitiveness in the Turkish Industry	METU (organized by UNEP/ RACCP)	1-2 April 2008
5.Ankara EM	Production Philosophies and Competition	Başkent University	7-8 February 2005
4.Ankara EM	Project Management	METU	28-29 February 2004
17.TEMÖB	Future in Logistics, Logistic in the Future	Sabancı University	11-15 February 2004
3.Ankara EM	Restructuring and Efficiency in Turkey	Çankaya University	8-9 March 2003
15.TEMÖB	Risk Management	Dokuz Eylül University	19-23 February 2003
14.TEMÖB	Competition Strategies in Global Economy	Galatasaray University	11-15 September 2002

## INTERESTS AND HOBBIES

**Member of the bureau of the group “Bonjour Ankara”:** Bonjour Ankara is a group of more than 20 years, directed by a bureau of volunteers. This group organizes social activities in French for foreigners and Turkish people living in Ankara. Sedef is a part of this bureau since 2011. Among her responsibilities are: organizing events and activities for members, taking part in organizations, preparing a column about ecology and cultural articles to be published in the monthly bulletin. The blog of Bonjour Ankara can be reached from the following address: <http://bonjourankara.canalblog.com/>

She graduated from the **Evening School of Theater of Ankara Müjdat Gezen Sanat Merkezi** in the school year of 2009-2010. She took part several times in the play “Gözlerimi Kapatırım Vazifemi Yaparım”.

Among her hobbies are reading books, yoga, meditation, tennis and skiing.