

## **PELIN YILDIZ**

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### **Curriculum Vitae**

#### **Personal Information**

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Date of Birth : 28.05.1979  
Place of Birth : Ankara

#### **Education**

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2005- 2007 : Middle East Technical University, Ankara / TURKEY  
Executive MBA (Master Degree)

1997-2001 : Uludag University, Bursa / TURKEY  
Department of Textile Engineering (Bachelor's Degree)

#### **Courses Attended**

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- September 2000-May 2001- TOMER - German Course / BURSA
- November 1999-Turkish-German Association / BURSA

#### **Language**

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English: Advanced (Certified Translator) German:  
Intermediate

#### **PC Knowledge**

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Good command of MS Office, Minitab, SDL Trados

#### **Professional Experiences**

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**September 2005 -**

**LangPod Translation Services**

Project Coordinator

Specialized in:

- translation, editing of technical, financial and legal contents.
- localization
- quality control of translated documents

**September 2002-August 2005**

**AUNDE TEKNIK / BURSA**

(Multi-national company)

Quality & Project Engineer

Responsibilities:

- Inspection control, laboratory & final control
- Following new projects in every step of production
- Documentation and application of requirements for ISO / TS 16949
- Foreign customer / supplier representative
- Translation of specifications, test reports

**May 1998-**

**Freelance Translator**

(Certified translator of Ankara 24<sup>th</sup> Notary)

Specialized in translation of technical, financial and legal contents.

## **Certificates**

- MSA – Measurement System Analysis (BVQI/ BURSA)
- TPM-Total Productive Maintenance (BVQI / BURSA)
- ISO 16949 – Quality System (BVQI / BURSA)
- ISO 16949 – Internal Audit (BVQI / BURSA)
- FMEA (Failure Mode Effect Analysis) (Kalmer)
- 6 Sigma – Green Belt (S.P.A.C. Ltd. Şti)
- ProZ.com Certified Pro
- American Translators Association – ATA Associate membership

## **Memberships**

- Proz.com (profile at: <http://www.proz.com/profile/1818796>)
- CIOL – Chartered Institute of Linguists (CIOL ID: 026410)
- ATA – American Translators Association (ATA ID: 261870)

## **Related Background**

<b>Project Name</b>	<b>Content</b>	<b>Volume (words)</b>
Technicas Reunidas Specifications and Contracts	Technical	50k
Mimar Sinan Fine Arts, Department of Architecture Research Articles of Prof. Dr. Ozlem Eren	Technical	300k
Mimar Sinan Fine Arts, Department of Architecture Research Articles of Assoc. Prof. Dr. Çiğdem Tekin	Technical	50k
Eyuboglu Law Office Petitions & requests	Legal	160k
Ministry of Family and Social Policies Researches on People with Disabilities	Social Policies	100k
G&I Partnership Research and Consultancy	Social Policies	100k
Ankara University EPOSTL – European Portfolio for Student Teachers of Languages	Education	80k
Ministry of Health Managing Change in NHS	Social Policies	70k
Ministry of Defense Technical Specifications	Technical	50k
Selex ES	Technical	150k
Ansaldo-Alarko High-Speed Train Signalization Specifications	Technical	150k

Indra Signalization Systems	Technical	20k
CAT Mobile Phone User Manual	Technical	20k
IBM Manuals and Software Localization	Technical	30k
Mitutoyo Product Manuals and Brochures	Technical	40k
Elgi Compressors Product Manuals and Brochures	Technical	60k
Metroplan Engineering Supervision Contracts, Specifications	Technical	200k
Cadde Patent Ltd. Patent documents	Patent, technical	50k
ATOS Information Technologies Specifications	Technical	100k
ProGlobal Information Technologies Specifications Contracts	Technical Legal	20k
Metroplan Musavirlik Ltd. Tender documents	Legal Financial	30k
Diebold ATM products and services HR Documents	Social	30k
International Railway Combined Transport Technical Specification	Technical	10k
Wix.com	Technical, general	125k
Wix.com	Education, general	50k
KOSGEB Local Government Surveys	Social Policies	100k
Note: Above projects are some of the millions of words completed.		

## References

Available upon request.