

SELMA YAVAŞ

TEKEL CD GEZİYOLU SK NO:11/7 KARTAL ISTANBUL
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WORK EXPERIENCE

2011 - ... Freelancer English-Turkish Translation and Transcription

Main Projects:

- Web sites, web and mobile applications, games sites
- User manuals of electronic devices
- Contracts, international bank contracts
- Nearly 500,000 words article translations about Health/Life
- E-commerce website product descriptions

2010 - 2011 Turk Telekom (TNET) Istanbul

Alternative Channels Sales Specialist

2003 - 2010 Turk Telekom Istanbul

Telecom Specialist (Corporate Customer Relations, Retail Customer Relations, Marketing Departments)

EDUCATION

2005 - 2009 Yıldız Teknik University, Istanbul

MBA, Business Management

1997 - 2001 Ankara University, Ankara

Economics

1992 – 1996 Gaziosmanpaşa Anatolian Vocational High School, Ankara

Computer – The first year was preparatory class for English.

COURSES AND CERTIFICATIONS

2011 (16 hours) Turk Telekom A.S

Team Work and Quality Circles

2009 (15 hours) General Directorate of UNICEF, The EU and The
Ministry of Education Preschool Education

Basic Education for Families / Family and Children Education

2008 (12 hours) TSE Personnel and Systems Information Center

Management, Interaction and Improvement Techniques of Processes

2008 (6 hours) TSE Personnel and Systems Information Center
Management Information Systems- Conciousness Training

2008 (20 hours) Sinerji
Trainers Training

2007 (40 hours) Turk Telekom Ahlatlibel Management of Training Center
Internet Services

2005 (80 hours) Alcatel Teletas
Basic Network and DSLAM Training

2004 (120 hours) Turk Telekom Ahlatlibel Management of Training Center
TTNET - Leased Line - TURPAK Customer Services Training

2000 (80 hours) Undersecretary of Treasury
Undersecretary of Treasury Information Program

TECHNICAL SKILLS

Microsoft Programmes (Word, Excel, Powerpoint), SDL TRADOS

INTERESTS

Making Puzzles, Writing Blogs (<http://puzzletutkusu.blogspot.com>), Reading Books, Playing Volleyball