

EUROPEAN CURRICULUM VITAE

PERSONAL INFORMATION

Name	SERBES, Isil
Address	Viale Santa Maria 18/B Cremona, Crema 26013
Telephone	0039 389 031 7494
E-mail	iserbes@gmail.com
Nationality	Turkish
Date of birth	13/12/1980

WORK EXPERIENCE

Dates (from - to)	May 2014 till now
Name and address of the company Type and field of activity	Thermodif Ic Srl Translation & Interpretation Via Lago Gerundo n.2, 26013 Crema (CR), Italia http://www.thermodific.com/
Principal subjects-occupational skills	Translating technical documents and documents related to the company from English to Turkish; to make market search to find new collaborations; to contact them and to carry out correspondences; to accompany the company managers in their business trips and to provide interpretation services as well as organizing the details of the trips
Title of qualification awarded	Translator & Interpreter (Part Time)

Dates (from - to)	August 2014 till now
Name and address of the company Type and field of activity	Order Box Media Translation www.orderboxmedia.com
Principal subjects-occupational skills	Translation of any kind of documents such as descriptions, advertisements, promotions, announcements, legal terms and conditions, SMSs, etc. about casino games and online gaming industry (Freelancer)
Title of qualification awarded	Translator Freelance

Dates (from - to)	December 2013 till now
Name and address of the company Type and field of activity	KindyROO Turkiye Translation http://www.kindyroo.net/
Principal subjects-occupational skills	Translating any kinds of documents such as curricula, forms, teaching materials, teacher's manuals, etc. for that pre-school education institution (Freelancer)
Title of qualification awarded	Translator Freelance

Dates (from - to)	November 2014 - December 2014
Name and address of the company Type and field of activity	Tradu24 translation Agency Translation 88-90 Hatton Garden London EC1N 8PN United Kingdom http://www.tradu24.com/
Principal subjects-occupational skills	Translating EU Project documents on Gender Equality in Work from English to Turkish
Title of qualification awarded	Translator Freelance

Dates (from - to)	October 2014 - November 2014
Name and address of the company Type and field of activity	Milano Traduzioni Translation Via Monte di Pietà, 21 20121 – MILANO (ITALIA) http://www.milanotraduzioni.com/
Principal subjects-occupational skills	Technical translation from English to Turkish
Title of qualification awarded	Translator Freelance

Dates (from - to)	September 2013 – May 2014
Name and address of the company Type and field of activity	Çankaya Translation Office Translation & Interpretation Tunalı Hilmi Caddesi Kuğulu İş Merkezi 123-A 4. Kat No:48 Kavaklıdere Çankaya ANKARA www.cankayatercume.com.tr
Principal subjects-occupational skills	Translating documents in a wide range of fields from nursing, economics, law to educational science, disaster response from English to Turkish and vice versa (Freelancer)
Title of qualification awarded	Translator & Interpreter
Dates (from - to)	September 2012 – September 2013
Name and address of the company Type and field of activity	Bahcesehir University Instructor of English Language Meslek Yuksekokullari Hazirlik Okulu Abide-i Hurriyet cad. No: 376 Sisli /Istanbul /Turkey
Principal subjects-occupational skills	Teaching English as a Second Language (full-time; 24 hours a week)
Title of qualification awarded	Instructor
Dates (from - to)	September 2011 – September 2012
Name and address of the company Type and field of activity	Istanbul Aydin University Instructor of English Language Beşyol Mah.Inönü Cad.No: 38. Sefaköy - Küçükçekmece / Istanbul / Turkey
Principal subjects-occupational skills	Teaching English as a Second Language (full-time; 24 hours a week)
Title of qualification awarded	Instructor
Dates (from - to)	April 2007 – December 2010
Name and address of the company Type and field of activity	Turkish Ministry of Finance English Translator & Interpreter Devlet Mahallesi Dikmen Caddesi M Blok Kat:3 06450 Dikmen/Ankara / Turkey
Principal subjects-occupational skills	i) Translation of institutional papers such as strategic planning documents, performance-based budgets, accountability reports, performance reports, EU project documents (Matra and Twinning Projects) and etc. as well as OECD, World Bank and IMF reports and bulletins; ii) consecutive interpretation in meetings with foreign experts and in EU project meetings; iii) working as a project team member as well as translator and interpreter in the Twinning project entitled “TR080206 Decision Making and Performance Management in Public Finance” throughout the process from circulation of the project announcement till beginning of the trainings within the scope of the project; and iv) working as a translator and consecutive translator in the Matra Project entitled “MAT09/TR/8/5 Strengthening accountability within the Internal Control System” during visits to the Prime Ministry, Parliament, and Turkish Court of Accounts
Title of qualification awarded	English Translator & Interpreter (Expert)
Dates (from - to)	October 2004 – April 2007
Name and address of the company Type and field of activity	Turkish Air Forces Technical Translator Hava Kuvvetleri Komutanlığı 06100 Bakanlıklar / Ankara / Turkey
Principal subjects-occupational skills	Technical translation for the 11 th Air Transportation Base
Title of qualification awarded	Technical Translator
Dates (from - to)	February 2003 – March 2003
Name and address of the company Type and field of activity	Directorate General of Press and Information Ceyhun Atif Kansu Caddesi No:122 Balgat / Ankara / Turkey
Principal subjects-occupational skills	Translation of articles and news for the Division of Foreign Press Office of News
Title of qualification awarded	Trainee translator
Dates (from - to)	August 2002 – September 2002
Name and address of the company Type and field of activity	Turkish Ministry of Tourism İşmet İnönü Bulvarı No: 5 06100 Emek / Ankara/ Turkey
Principal subjects-occupational skills	Translation for the Department of International Agreements Documentation and the Department of Common Education
Title of qualification awarded	Trainee Translator

EDUCATION AND TRAINING

Name and type of organization providing education and training	Ankara University
Main subjects and professional skills related to the education awarded	Teaching English as a Second Language
Title and professional qualification obtained	Master's Degree

Name and type of organization providing education and training	Hacettepe University
Main subjects and professional skills related to the education awarded	Translation & Interpretation in English
Title and professional qualification obtained	Bachelor's of Art

PERSONAL SKILLS AND EXPERTISE

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas

Mother tongue	Turkish
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Other languages	English	Italian	
Reading skills	C2 (Proficient User)	B1 (Intermediate)	
Writing skills	C2 (Proficient User)	B1 (Intermediate)	
Verbal skills	C2 (Proficient User)	B1 (Intermediate)	

Social skills and competences Level of interaction, in multicultural environments, in positions where communication is important and situations where teamwork is essential (ig. culture and sports), etc.	<ul style="list-style-type: none"> - Good team player (as a part of the team of 4 translators in the Ministry of Finance) - Excellent organisational skills - Good planning - Ability to work under stress and time constraints - Dedicated and responsible attitude - Excellent telephone mannerism - Proficient computer skills - Ability to work in an intercultural working environment - Easily adapting new working environment - Fast learner - Editing skills / having an eye for detail
Organisational skills and expertise Coordination and management of Human Resources, projects and budgets; at work, in voluntary work (ig. culture and sports) and at home, etc.	<ul style="list-style-type: none"> - Expertise in translation from Turkish to English and vice versa - Expertise in teaching foreign language - Voluntary lessons with willing and dedicated university students - Extra one-to-one courses with students in need of practice

Technical skills and expertise – Computer, special machineries and devices	Computer Use: Office Programmes (Word, PowerPoint, Excel, Outlook, etc.) Internet Browser
Driving licence and other authorizations	B

ADDITIONAL INFORMATION	<p>I have been working with several translation agencies since my second year at the university such as Desifre Translation Agency (http://www.desifre.com.tr), Atlas Translation Agency (http://www.atlastercume.com), Keyhan Translation Agency (http://www.keyhantercume.com), Puza Translation Agency (http://puzatercume.com), Akademi Translation Agency (http://www.akademitercume.com), Pen Translation Agency (Tunalı Hilmi Caddesi Kuğulu İş Merkezi, B Blok 123/161 60399 Ankara, Turkey), and etc.</p> <p>Some of my outstanding projects as a freelancer are as follows:</p> <p>TFI Academy Website This project includes translation of the Website as well as some articles to be uploaded into the website to share them with the members. This is an ongoing project, they are sending new articles from time to time to update the website.</p>
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Prime Ministry Disaster and Emergency Management Presidency (AFAD)

This is collaboration with a Turkish public agency called Turkish Prime Ministry Disaster and Emergency Management Presidency and includes translation of agreements, protocols, contracts signed between this agency and some other international organizations such as UNICEF, UNESCO and correspondent agencies in other countries as well as reports, bulletins and other relevant documents. Our collaboration is still going on.

Borsa Istanbul

I translated some highlights and some OECD reports about the Borsa Istanbul, which also includes financial and economic analysis about Turkey.

Clinical Periodontology and Implant Dentistry

In this project, I worked with a dentist who is also a professor at the university. I translated some parts of this book for his one of the academic projects at the university.

"The Changing Role of Parliament in the Budget Process" symposium booklet

I worked in the translator team for this project. We, as a team of three translators, translated all the presentations made in English into Turkish for publication of this symposium book.

EURYDICE Documents for the Turkish National Ministry of Education

This project includes translation of some Eurydice documents such as Quality Assurance in Teacher Education in Europe and Focus on the Structure of Higher Education in Europe from English to Turkish and translation of some documents prepared by the Ministry in relation to the Turkish Education System from Turkish to English.

NOKIA SIEMENS NETWORKS – SMSCOM Training Materials

This project includes translation of all the training documents including .ppt presentations, guides, and any kind of training materials for Siemens Company.

Bodrum Municipality – Integrated Waste Management Project

I translated documents for a European Union Project to be carried out in Bodrum district with an aim of creating an integrated waste management system including many different aspects from preparing brochures to increase the awareness of community on waste management to construction of landfill areas.

SEMINARS & CERTIFICATES

June 2011 One-semester (30 ECTS) postgraduate program in "Development Studies: Exploring Education" by International Educating Classes (Group T, Leuven Education College) in Leuven, Belgium.

May 2011 UNESCO seminar entitled "Education for Future" by Hogeschool van Amsterdam University of Applied Science in Amsterdam, The Netherlands.

April 2011 Two-day seminar organized by the UNESCO at OECD, UNESCO and IIEP (International Institute for Educational Planning) offices in Paris, France.

May 2009 Working Programme for Basic Quality Concepts and Institutional Culture at TUSSIDE/TUBITAK.

June 2004 Seminar Program on Translation and Implementation of the European Union Acquis Communautaire at the Law Faculty of Ankara University.

PRESENTATION & PAPER

Presentation entitled "Evaluation of the EFL Textbook Breeze in terms of A2 Level Criteria determined in the European Language Portfolio" at Ankara University Development Foundation Schools 2nd Annual English Language Teachers' Conference on 8 May 2009.

"Evaluation of the EFL Textbook Breeze in terms of A2 Level Criteria determined in the European Language Portfolio" published in Novitas Royal: Research on Youth and Language accessible on <http://www.novitasroyal.org/archives/vol-4-issue-2>