

WORK EXPERIENCE

20/05/2013 - CURRENT - Istanbul, Turkey

FREELANCE TRANSLATOR / INTERPRETER / LANGUAGE SPECIALIST – WORDWIDE, SYNERGIUM EU, MIDLOCALIZE, TRANS FUTURE, RETORIK TERCÜME, ALA TERCÜME

Translating and post editing general news, newspapers, IMs or comments in social networks, strings extracted from news programs, medical publications, finance and business documents, or concerning sports, travel, shopping, etc., Machine translation post editing by use of certain types of software, the training for which was provided by the translation agency,

Working in line with, complying with and satisfying the expectations, instructions and specific rules introduced by the end-client in cooperation and constant communication with the company by strictly adhering to the instructions of the clients with regards to punctuation, syntactic, semantic differences, terminology, format, consistency, translation sets and language structures and so forth.,

Magazine, article, CV, thesis, certificate, webpage etc. translation,

Localization and transcreation,

Additional experience in telecommunication, marketing, medical, academic translation,

Delivering the final content in the right context with utmost care by cross-referencing specialized dictionaries and translation tools to check quality of work,

Proofreading translated contents for accuracy, grammar, spelling and punctuation,

Delivering translation projects in accordance with style, localization and html guidelines,

Experience in interpretation and transcription projects,

Video and audio interviews, company meetings, product promotion activities etc.

01/12/2014 - 10/02/2020 - Istanbul, Turkey

RESEARCH EXECUTIVE – FACILITY ISTANBUL

Debriefs and preparation of necessary research documents and tools,

Recruitment organization,

Project Management and fieldwork organization and implementation,

Partner with clients to build relationships with senior decision makers who influence the consumer experience for billions of people worldwide,

Resolution of Client queries in cooperation with the recruitment and operations teams,

Maintaining client relationships with adaptability, urgency, and positivity,

Identifying occasions to enhance a project by working across teams,

Analyze data sets and turn into actionable insights that address client's business priorities and issues,

Preparing presentations and communicate to clients and colleagues,

Supporting data management, technical and operations teams to maintain high quality data,

Recognize potential opportunities with clients and work with the team to drive sales,

Supervision of the recruitment, technical and technical teams,

Taking necessary actions based on client requests,

Understanding customers' attitude and habits towards products,

Translation of project documents and following payment processes.

10/03/2014 - 11/2014 - Istanbul, Turkey

IN-HOUSE TRANSLATOR – POS TRANSLATION AND EDUCATION SERVICES

Translating, localizing and proofreading documents from a wide variety of subjects and doing sworn and verbal interpretation,

Translating mainly legal, technical and contractual documents,

Translating magazines, articles, diplomas, CVs, legal certificates etc.,

Additional experience in telecommunication, marketing, medical, academic translation projects,

Experience in interpretation and transcription projects,

Video and audio interviews, company meetings, product promotion activities etc.

25/03/2013 - 20/08/2013 - Istanbul, Turkey

ENGLISH TEACHER – BRITISH ENGLISH LANGUAGE COURSE

Getting prepared for and conducting lessons to improve students' reading, writing, listening and speaking skills,

Building up educational content such as visuals, notes and examinations,

Assigning activities to facilitate students' consolidation of learning material,

Tailoring the teaching style in accordance with students' needs,

Managing interpersonal dynamics to ensure that the class is conducive to learning,

Following and reporting on students' progress,

Staying up-to-date with new technologies and methodologies,

Making sure that the materials and equipment are always in good functioning state.

12/09/2013 - 15/02/2014 - Istanbul, Turkey

ENGLISH TEACHER – PRIVATE IŞIKLAR SECONDARY SCHOOL

Getting prepared for and conducting lessons to improve students' reading, writing, listening and speaking skills,
Building up educational content such as visuals, notes and examinations,
Assigning activities to facilitate students' consolidation of learning material,
Tailoring the teaching style in accordance with students' needs,
Managing interpersonal dynamics to ensure that the class is conducive to learning,
Following and reporting on students' progress,
Staying up-to-date with new technologies and methodologies,
Making sure that the materials and equipment are always in good functioning state.

12/09/2011 - 15/06/2012 - Istanbul, Turkey

TEACHER ASSISTANT – ISTANBUL ANATOLIAN HIGH SCHOOL

Observing the teacher, how she implements the lesson and the strategies she uses to deal with the problems during the lesson,
Keeping reports after every day spent in the school,
Planning the lesson to be conducted using customized formats,
Preparing different materials and activities to teach English effectively,
Teaching English in an interactive manner making use of the methodologies developed for English teaching.

25/09/2010 - 13/04/2014 - Istanbul, Turkey

VOLUNTEER PROJECT PRACTITIONER / TRAINER – TOPLUM GÖNÜLLÜLERİ VAKFI

Organizing and conducting social responsibility project with and for young people in the areas of development, participation, human rights, advocacy, lobbying, etc.
Participating project activities and meeting,
Laying out and preparing the project stages and course,
Seeking funds and planning the course of action to fund the projects,
Participation and organization of workshops, seminars, meetings and activities,
Training peers on human right by use of non-formal and interactive training modules and methodologies.

● EDUCATION AND TRAINING

12/09/2008 - 13/04/2013 - Istanbul, Turkey

BACHELOR OF ART IN ENGLISH LANGUAGE TEACHING – Marmara University

Equipped with basic learning skills which are not based on memorization but based on reasoning, investigating and realizing connections between different concepts,
Competent with basic skills to investigate the native language and the foreign language in terms of the grammatical and linguistic structures; and to utilize the similarities and differences in foreign language teaching,

Necessary skills to prepare appropriate learning environments for their prospective students considering their individual learning differences and to manage classes effectively,
EFL methodologies,

Competent with analytical and critical thinking skills,

Equipped with basic skills to establish connections between different disciplines, ▪ Equipped with the knowledge about the country and culture of the target language.

Address Eğitim, Fahrettin Kerim Gökay Cd., 34722, Kadıköy, Istanbul, Turkey |

Website <https://www.marmara.edu.tr/> | **Field of study** English Teaching and Applied Linguistics |

Final grade 78 / 100

LANGUAGE SKILLS

Mother tongue(s): **TURKISH**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

My Digital Skills

ios operating system | smartcat | memoq | procreate

COMMUNICATION AND INTERPERSONAL SKILLS

Volunteer Work

Volunteer work with young university students organizing and managing social responsibility projects,
Providing Human Rights Training for peers and evaluating training with other trainers,
Participating in national and international workshops, training sessions on different issues such as youth rights, youth participation, human rights, team work, volunteer work, discrimination,
Organizing volunteerism activities with other civil society organizations,
Managing project and training budgets.