

SENEM EREN



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A member of: www.turkishlinguistas.com

PROFESSIONAL EXPERIENCE

Self-employed, Istanbul, Turkey

2000 - Present

English-Turkish Translator (certified) and Interpreter

Have maintained freelance translation career alongside the full-time positions specified within the resume.

Fields of experience include:

- Life sciences and medicine, including Clinical Trials, Regulatory Product Information, Product Leaflets, Instructions for Use, Education Material, Informed Consent Forms, Patient Recruitment Materials, Adverse Events, Medical Devices (Manuals and software).
- Business & commerce, including corporate documents, policies, bulletins, documents of establishment, activity reports, articles, surveys, polls, web sites, HR documents, training documents, videos.
- Technical, including operation manuals, training documents, commercial web sites, informative articles.
- IT, software and hardware, including apps, AI development documents, device manuals, website localization.
- Subtitling, including TV shows, metadata, educational materials, video meetings.

Projects involved include but are not limited to:

Plint, Sweden	– Subtitling of TV series (30 episodes)	2021-ongoing
Easy Translate, Poland	– Localization project of Wix.com	Jan-Apr 2019
Agun Security, Turkey	– Consecutive translation during trainings	2017-ongoing
Reckitt Benckiser, Dubai	– Consecutive translation during factory audits	2017-ongoing
Rotobec, Canada	– Translation of manuals in automotive field	2017-ongoing
TTC WeTranslate, England	– Medical translations	2016-ongoing
BM Media, Germany	– Translation in business & commerce	2018-ongoing
Sfera Studios, USA	– Subtitle translations, ongoing	
Dragoman Translation	– Translation of service manual for Honda Motor Company	2005-2006
Litera Training	– Translation of medical, business & technical texts	2002-2008

Diageo Turkey, Istanbul, Turkey

2006 - 2011

An English multinational company in fast-moving consumer goods, world's leading alcoholic drinks company which owns world-famous brands like Johnnie Walker, J&B, Smirnoff

Event & Ontrade Coordinator, 2009 - 2011

- Planned and executed events of Johnnie Walker, Smirnoff and Baileys.
- Managed the budgeting, logistics, production of materials, operation, evaluation and reporting processes of the events.
- Managed agencies and other third parties, ensuring brand-building objectives are delivered and Diageo guidelines are complied with.
- Carried out activation and visibility projects in sponsored on trade channel points, managing the budgeting, design and production processes.
- Managed “Basariya Yuruyenler (Striders to Success)” award ceremony.

Johnnie Walker Event & Public Relations Coordinator, 2008 - 2009

- Planned and executed all events of the brand.
- Planned brand's Public Relations calendar and managed the relations with Public Relations agency through implementation of the plan.
- Managed "Basariya Yuruyenler" (Striders to Success) award ceremony and "Black Label Unseen" events.

Personal Assistant to General Manager, 2006 - 2008

- Organised the General Manager's Schedule and made travel arrangements.
- Attended Management Team meetings and prepared meeting minutes.
- Planned and executed company organisations.

Dragoman Translation, Istanbul, Turkey**2005 - 2006****Project Coordinator (freelance)**

- Created a portfolio of companies working for/in relation with Formula One and contacted major players in car industry and introduced Dragoman.
- Assisted translation and copy editing team when necessary.

23rd Universiade 2005, Izmir, Turkey**2005***International multi-sport event, organized for university athletes by the International University Sports Federation.***Assistant to Head of International Relations Commission**

- Assisted the Head of Commission.
- Coordinated the communication flow of the commission.

Port Gocek, Fethiye, Turkey**2003 - 2005***Turkey's most upmarket and luxurious marina, operated by Camper & Nicholsons, global leader in luxury yachting activities.***Personal Assistant to General Manager/Public Relations Executive**

- Assisted the General Manager on his daily tasks.
- Made consecutive translation for the General Manager during meetings.
- Implemented marina's Public Relations and marketing plan. Handled website and brochure updates.
- Coordinated "Port Gocek Regatta" annual yacht races.

Hilton Istanbul, Istanbul, Turkey**2000 - 2003****Hilton Meetings Coordinator, 2002 - 2003**

- Provided customer service and meeting bookings.

Guest Service Agent, 2000 - 2002

- Handled calls and guest complaints and/or requests. Prepared reports.

EDUCATION

Ege University, Izmir, Turkey

1995-1999

English Language and Literature, BA Degree

Ibni Sina High School, Iskenderun, Turkey (scholar)

1988-1992

SKILLS

Languages English**Computer** SDL Trados Studio, MemoQ, MemSource, Across, SmartCat, Smartling, Aegisub.

PROFESSIONAL DEVELOPMENT

Diageo Way of Brand Building, Brilliant Execution, Athens, 2009

Diageo Way of Brand Building, Brilliant Thinking, Berlin, 2009

Time Management, Pusula Consultancy, 2008

Public Relations, Bogazici Training, 2003