

# SEÇİL BURAN

## **Personal Info :**

- ❖ Date of Birth : 1981
- ❖ Address : Bornova-İzmir/TURKEY
- ❖ Phone Nr. : 0534 334 5005
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## **Education:**

- ❖ Dokuz Eylül University /İzmir/TURKEY  
Teaching English Language / 2017-....
- ❖ Dokuz Eylül University /İzmir/TURKEY  
International Relations (English) / 1999- 2003
- ❖ Yorktrade Foreign Trade & E-Commerce Course (İzmir/Turkey - 4 months)

## **Language :**

- |             | <u>Reading</u> | <u>Writing</u> | <u>Speaking</u> |
|-------------|----------------|----------------|-----------------|
| ❖ English : | Advance        | Advance        | Advance         |

## **Job Experiences :**

- ❖ 2004 - .... Freelance Document Translation/Project Management (English <=>Turkish)
- ❖ 2004- 2011 Arya Auto Service Equipments-İzmir (www.aryapony.com)  
Export Director  
Export Operations, customer relations, international correspondence,  
international marketing, expo operations, customs operations, logistics
- ❖ Jun-Sep 2004 İlke Makina-İzmir (www.ilkemak.com)  
Export Assistant  
Export operations, correspondence, customs operations
- ❖ Mar-May 2004 Güven Law Office-İzmir  
Manager Assistant
- ❖ Jun-Aug 2002 Metropol Customs Consultancy-İzmir  
Intern/Export Dept.

## **Computer Knowledge:**

- ❖ Microsoft Office : Good
- ❖ SDL Trados : Good
- ❖ MemoQ 2014 R2 : Good

## **Translation References :**

### **# Global Citizens -United Kingdom**

Phone: 0203 693 4460

contact@globalcitizenstranslation.com

www.globalcitizenstranslation.com

#### **General scripts translation from English to Turkish**

(via Memsource, Volume: 15000 words, Completed: Apr 2020)

(\*\*\*<http://www.proz.com/profile/2130079>)

### **# Ms. Ceren TEKİN**

#### **Attorney at Law**

İzmir/Turkey

Email: [ceren@tekinlegal.com](mailto:ceren@tekinlegal.com)

[www.tekinlegal.com](http://www.tekinlegal.com)

Various trade contracts ( Turkish =>English) (btw.2017-2020)

### **# Freelance Project Management:**

(Some of many projects)

- ❖ Video surveillance Company; Software brochures, announcements, press releases ; (English=>Turkish);2019-2020
- ❖ Thermal Transfer ribbons; (English=>Turkish);2019
- ❖ Inverter, Rada Controls Product Manuals(English=>Turkish) 2018
- ❖ Metallic Pumps Manual (English=>Turkish) 2017
- ❖ Gas Turbine Control and Protection (English=>Turkish)
- ❖ Design&Engineering Software brochures, announcements, press releases ; (English=>Turkish) 2012 - 2015
- ❖ Combined Feed / Effluent Heat Exchanger, Expansion Bellows Manuals (English=>Turkish) 2015
- ❖ Filling unit Manual (English=>Turkish) 2015
- ❖ Packing Systems Manual (English=>Turkish) 2014
- ❖ Servo Drive Manual (English=>Turkish) 2014
- ❖ General Circuit Breaker System Manual (English=>Turkish) 2014
- ❖ Label Editor Manual ( English=>Turkish) 2014
- ❖ Various Operational &Installation Manuals, Web Sites, Brochures, webinars, etc.