

Experienced Turkish Translator & Project Manager

- Project management experience
- Effective communication with clients
- Compiling data sets
- Translation in legal documents, EU texts (regulations, resolutions), news articles, technical text, subtitles.
- Proficient in MS Office and Adobe
- Proven track record of successfully expanding business through client interaction
- Highly experienced with multicultural and international environments.

ADVANCED COMPETENCIES

Translation
Project Management
Proofreading
Administration
Communication

PROFESSIONAL EXPERIENCE

VICE News

Translator – (October 2018 – Present)

I provide Turkish-English translation and subtitles for VICE News.

Trader Joe's

Crew Member – (January 2018 – Present)

I am currently a crew member at Trader Joe's in Everett, Washington. As a crew member I have a variety of responsibilities including customer service, managing assigned sections of the store, and assisting with deliveries made to the store.

Mindlink Resources

Freelance application tester – (September 2017 – Present)

I review and test mobile applications that are translated into Turkish. I verify the translation is accurate and sounds natural while also providing feedback with corrections and suggestions.

Verbio

Translation Coordinator Intern – Portland, OR (July 2016 – August 2016)

I worked as a project manager and gained experience in interacting with clients, desktop publishing, and marketing. I also supported the team with project coordination, documenting process and quality reviews of translations.

Eurotransnet Ltd.

Trainee Project Manager – Glasgow, Scotland (September 2014 – September 2015)

I was trained as a translation project manager and gained experience in communicating with clients, preparing quotes, reaching out and working with translation contractors to make sure projects were completed correctly and on time. I also managed all of the required paper work physically and electronically.

EDUCATION & TECHNICAL EXPERTISE

Education

Hacettepe University – June 2016
B.A. English Translation and Interpreting

Volunteer work

TED Talks-Volunteer Translator – (August 2017 – Present)

Ozge Demirci-Richardson

Tel: 971.246.9829 | Ozge.demirci5@gmail.com

Volunteer for Imagine Children's Museum

Computer Skills

Microsoft Office
InDesign

Memberships & Community Involvement

Member of ATA (American Translators Association)

AFS volunteer
Volunteer translator for URIDU
Volunteer translator for Translators without Borders
Kennedy-Lugar Youth Exchange & Study (YES) alumnus
ERASMUS+ alumnus

References Available Upon Request