




PERSONAL INFORMATION

Melih Gündüz

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WORK EXPERIENCE

- 12/2018–Present **English Teacher**  
Public Education Center (Turkey)
- 15/09/2017–Present **Translator**  
Freelance Translator, Kirikkale (Turkey)  
translation on law, literature and technique fields.
- 01/06/2017–03/07/2017 **Sound recording equipment operator**  
Arena Organization, Amasya (Turkey)
- 15/06/2016–01/09/2016 **Receptionist**  
Beykonagi Hotel, Balikesir (Turkey)
- 06/2016–06/2016 **Intern Translator**  
Wastewater Treatment Facility

EDUCATION AND TRAINING

- 05/09/2014–11/08/2018 **Translator - Interpreter (English)** EQF level 6  
Kirikkale University, Kirikkale (Turkey)  
Written and verbal translation qualification on law, literature and technique fields.  
Computer aided translation software (Memsources, Smartcat, SDL Trados).

PERSONAL SKILLS

Mother tongue(s) Turkish

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
French	A1	A1	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
 Common European Framework of Reference for Languages - Self-assessment grid

**Communication skills** Having good communication with people through hobbies such as making music, paragliding, diving.  
 Having effective communication skill in the foreign languages that I know and in my own language within the scope of theoretical and practical interpreting classes.

**Organisational / managerial skills** I am the one who is suitable for the team works thanks to my music band.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

- Translation Software
- MS Office Software
- Sound recording software

Other skills

- Diving (Certificated)
- Guitar training (Certificated)
- Mountain climbing (Certificated)
- Paragliding

Driving licence

AM, A1, A2, A, B

ADDITIONAL INFORMATION

I studied on Translation and Interpretation (English-Turkish & Turkish - English). On the other hand, I took French courses in my university and I know how to use the translation software such as Memsourse, Smartcat, SDL Trados etc. I have 2 years' experience in translation. Also, I have diving, guitar training and judo certificate and I paraglide for my pleasure in my free times. Moreover, I am interested in music and music production and again I know how to use music production software such as FL studio, Cubase 5. I have good communication with people through hobbies such as making music, paragliding, diving and I have effective communication skills in the foreign languages that I know and in my own language within the scope of theoretical and practical interpreting classes. I am the one who is suitable for the team works thanks to my music band. And I finally want to write about my career goals. Among my goals is to develop myself dynamically and to continue this action in the desire for continuous learning. Unlike the fields of translation which I can work, I want to work in a field where there is no static atmosphere. The fields that I can explore new information continuously and add on the information I have obtained will be uniquely suited to me.

Certifications

- **Content Editor**  
Istanbul Business Institute  
Certificate ID: 260402660055
- **Foreign Trade**  
Istanbul Business Institute  
Certificate ID: 120400530168
- **Pedagogical Formation**  
Kırıkkale University  
Certificate ID: 1845230238