

Saskia Kaya

Independent, quick-learning, and personable professional with an array of skills and a passion for language.

[linkedin.com/in/saskialaydenkaya](https://www.linkedin.com/in/saskialaydenkaya)
[proz.com/profile/3003985](https://www.proz.com/profile/3003985)

SKILLS

- Intercultural training in higher education and high school contexts
- Study abroad student recruitment, program development/design, operations, and faculty support
- Copywriting, content creation, editing, and social media management
- Turkish level C1
- Spanish level C2
- Portuguese level C2
- CAT Tools: OmegaT
- Punctual
- Detail-oriented
- Certified Yoga & Meditation Instructor

EXPERIENCE

Sales Representative / Fethiye, Turkey

Alaturka Yachting & Travel / NOVEMBER 2016 - PRESENT

- Sell and organize weekly and day tours, boat cruises, and excursions in Turkey for Turkish and international tourists
- Communicate with local Turkish vendors to confirm availability and arrange bookings

Freelance Translator / Buenos Aires, Argentina (remote)

Ayurveda Vatika / MAY 2020 - PRESENT

- Translated two e-books from Argentine Spanish to US English
- Translate social media and website content on a continual, as-needed basis

Spanish Medical Program Enrollment Advisor / Vina del Mar, Chile (remote)

ECELA Spanish / NOVEMBER 2016 - NOVEMBER 2019

- Recruited students from the US and Brazil for medical programs in Argentina, Chile, and Peru
- Implemented and maintained strong partnerships with various US universities, ensuring a flow of students on a yearly basis
- Student and faculty communication was conducted remotely through the Zoho CRM sales platform
- Performed duties independently with a support system of colleagues located in the US and South America

Student Advisor & Exchange Student / Madrid, Spain

Syracuse University / JANUARY 2008 - JUNE 2008

- Study abroad advisor for student curriculum, coursework, host families, personal matters, financial issues, and travel inquiries
- Maintained a full course load entirely in Spanish for one semester

AFS Exchange Student / Sao Paulo, Brazil

AUGUST 2004 - JANUARY 2005

- Spent one semester of my junior year of high school living with a host family and attending school in Brazil

EDUCATION

New York University / *M.A. International Education*

CLASS OF 2012

Syracuse University / *B.A. Spanish Language, Literature, and Linguistics*

CLASS OF 2009