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|  | Selay Aleyna Özkan  Translation and Localization Services  To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills | | |  |
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| INFO Fikirtepe, Hızırbey Cd. No145 34720 Kadıköy/ İstanbul  +905367781603  Selayozkan1031@gmail.com | | PROFILE Dedicated translator with 3 years of experience working in Professional communities. Diverse translation work including Tourism, Construction, Energy, Health, Transportation and Education documents. A track record of impeccable proofreading, editing and translating. Adept in accurately assessing the context of material, and translating it in an understandable and appropriate way. Consistently relied upon for verification and correction of translated materials. Bringing forth a positive work ethic and commitment to efficiency and integrity. | | |
| EDUCATION Bachelor’s degree, Yeditepe University   * Translation and Interpreting Studies Sep 2015 – Jun 2020   **Lessons and Courses**: Introduction to Psychology, Public Speaking, Culture and Translation, Science and Technology Translation, Translation of Social Sciences Texts, Health Sciences Translation, Life Sciences Translation, Economics and Management Translation, Media and Communication Texts, Computer-Aided Technical Translation, Legal Translation, Special Topics in Translation, Translation Editing, Interpreting, Professional Standards for Translators and Interpreters INTERNSHIPS Intern Translator, Taşyapı Construction   * Internship at law department Aug 2019 – Sep 2019  LANGUAGES **English –** Advanced  **German –** Intermediate  **Spanish -** Elementary | | EXPERIENCES Nov 2017 – Jun 2018  **Translator, VW Classic Club**  Made translations both in English and in German about the contents of the company’s website and the information and stock status of the products they sell on their sites.  Sep 2017 – Sep 2017  **Freelance Translator, Petrol Ofisi**  Translation of field reports and presentations for the facility to be opened by them.    Jan 2019 – Aug 2019  **Freelance Translator, Gold Construction / Investment**  Completed the translation of the Company’s website and planning of events and organizations.  Aug 2020 – still  **Translator, Taşyapı İnşaat Taahhüt San. Tic. A.Ş**  Conducting translations in the fields of construction, energy, health, transportation, tourism and education. Moreover, planning of events and organizations.  *Nov 2020 – Nov 2020*  **Freelance Translator, Transvaro Elektron Aletleri Sanayi ve Ticaret A.Ş.**  Completed the translations of the products in the Military and Defense industry for the Company’s website  *Jan 2021 - still*  **Freelance Translator, Mirora Translation Ltd.**  Complete the translations as a freelance in line with the company's translation needs | | |
| SKILLS Teamwork and Leadership  Problem Solving  Time Management  Oral and Written Communication Skills | | CERTIFICATIONS & COURSES IIK BerlinerID – German Language Course  İstanbul İşletme Enstitüsü – Content Editor  Certificate no: 310112660089 | | |
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