

Dilek YILDIRIM TUNÇAY

📍 3474, rue Hutchison - Montréal, QC H2X-2G7

☎ 514-929-0648

✉ dilekyildirim90@gmail.com

PROFESSIONAL EXPERIENCES

05/2017 – today

Freelance

RWS Moravia

Translator, Transcriber, Editor, Linguistic QA Lead

- Localize software and IT content as well as marketing, finance and accounting texts
- Verify computer assisted translations, perform QA and report issues on Jira

06/2018 – 06/2020

Montreal

Divco Ltée

Digital Marketing Manager

- Increased online visibility by regularly creating SEO-responsive bilingual content
- Translated website content, communication materials and newsletters
- Acted as a liaison between the company and web agencies/translation agencies

09/2017 – 06/2018

Montreal

Turkish Honorary Consulate/Turkish-Canadian Chamber of Commerce

Communications Consultant

- Localized the corporate website
- Managed translation requests and assigned projects to freelancers in a fast-paced environment

02/2014 – 07/2017

Istanbul

City of Istanbul, Department of Foreign Relations

Senior Translator and International Relations Officer

- Managed internal client requests in a demanding and stressful environment
- Translated confidential and formal correspondences as well as texts in a wide variety of fields
- Developed and executed relations with local governments, diplomatic corps and international organizations/networks
- Organized 15 missions abroad including travel and accommodation arrangements for high level delegations headed by Mayor and accompanied them as interpreter

12/2012 – 02/2014

Istanbul

LC WAIKIKI Head Quarters

Translator-Interpreter

- Executed quality assurance for printed texts before mass production of garments
- Managed translation requests/projects and outsource translation works in a fast-paced environment
- Provided interpreting services during important training sessions and conferences

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EDUCATIONAL BACKGROUND

2011 / 2012

Ankara

Graduate Diploma in Professional Translation

Strasbourg University – ITIRI (Double Diploma Program)

Graduation Degree: Good

2007 / 2012

Ankara

BA in Translation and Interpretation (Turkish & English & French)

Hacettepe University

Student of Honor

2009 / 2010

Paris

Erasmus (Student Exchange Program)

Université Vincennes Saint Denis (Paris VIII)

Languages:

Turkish: Native

English: Advanced user

French: Advanced user

Computer skills:

Windows and macOS

MS Office (Word, Excel, Outlook, Power Point)

CAT and TM Tools (MemoQ, Protemos, Across, Wordfast, Memsource, Smartcat, HyperHub)

Adobe Creative Suit (Illustrator, InDesign, Photoshop, Premier Pro, Lightroom)

Basic knowledge of HTML

PERSONAL INTERESTS

Culinary Arts

Photography & Video Editing