

Gonul Taban

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WORK EXPERIENCE

Oct 2002-Present Freelance Translator-Interpreter, Copy Editor, Proof-reader

Write, edit, translate and localize content for various companies, agencies, newspapers and magazines both in Turkish and English, as well as edit and proofread academic papers (term papers, master's theses, doctoral dissertations, peer reviews), and corporate and industry texts, white papers, communication and press releases. I have also translated a few books from Turkish to English and English to Turkish.

Dec 2021-Present Customer Service Officer, ISS Security for Melbourne Airport

Complete the 'day-of-operation' activities and timely resolution of passenger issues at the designated ISS points within the Melbourne Airport precinct under the direction of the Customer Experience Manager, and within the established ISS policies and procedures.

Oct 2019-Oct 2020 Editor and Teacher, Aba Yurt Dışı Eğitim Danışmanlık, Istanbul

Assist students in Turkey applying to ivy league universities abroad with their applications, writing requirements, such as their statements of purpose, supplement essays, and dissertations. Teach them how to write essays, tackle the writing requirements and prepare them in English and edit their final work.

Jan 2014-Oct 2018 Chief Copy Editor, Daily Sabah, Istanbul

Managed the copy editor team, adhering to editorial policy and AP style guide to distil and produce clear and consistent print. Wrote and edited headlines, subheadings and captions, and was responsible for the final edit of the front page. Was primarily responsible for editing the Politics, Economy and Opinion pages, all final edits and communicating with editors, managing editor and editor-in-chief to enhance clarity and effectiveness of texts.

Additionally, I worked together with the company's human resources and accounting departments with respect to staffing the copy edit team, their wages and training them.

After four years of working as the newspaper's chief copy editor, I asked to be replaced by another chief copy editor so I could have more out-of-the-office time to travel and write.

I worked fulltime with the same team on a home-office basis as a copy editor and also wrote for Daily Sabah's weekend Adventure page on a weekly basis with original content based on my own travel experiences. I also write articles for the Lifestyle and Features pages.

Feb 2018-July 2018 Translation Coordinator, Halkbank HQ, Istanbul

A temporary project-based position concerning the U.S. v. Atilla case. Worked as the lead translator and translation coordinator for the project undertaken at Halkbank headquarters in Ataşehir, Istanbul by U.K. law firm, King&Spalding. As part of the position, I put together a team of professional language specialists, set up a joint glossary and translation system using SDL Trados, translated from Turkish-English and edited texts critical for the case. Also assisted the lawyers on the case with regards to the texts.

April 2014-Jan 2015 Social Media Content Editor, Digibus, Istanbul

Building sustainable and positive relationships with clients, creating social media campaigns to attract target audience of the brands, editing, publishing daily content for Facebook, Twitter, Pinterest, Instagram, Google+, monitoring progress of assigned projects and ongoing activity on respective channels, moderating comments for Modanisa, Turkey's biggest online fashion store catering for covered Muslim women.

Feb 2013-Jan 2014 English Teacher, Derya Öncü Eğitim Kurumları, Istanbul

Worked as a native English teacher to grade 1, 2, 3 and 5 students. In addition to preparing the yearly curriculum and teaching in accordance with that curriculum, prepared homework and assignment sheets, individually contacted parents on a fortnightly basis, prepared additional work for students who needed extra attention and worked with them outside class time.

Jun 2012-Dec 2012 Linguist, Northrop Grumman, Malatya, Turkey

CAT I Linguist (English<>Turkish) to assist with the NATO mission in Malatya, Turkey. Duties included translation of relevant news articles, written text, interpreting between the locals, contractors, workers and the US Military both on and off base, providing background information on Turkey and customs to the US Military, living on the military base with US soldiers to be available 24/ 7, and traveling with the US soldiers where necessary. My deployment ended December 18, 2012 as my services were no longer required with the cease of work on site due to winter.

Sept 2002-Dec 2005 Translation and Media Monitoring, Media Monitoring & Analysis Pty Ltd, Istanbul

The monitoring of all news in local and national daily/weekly/monthly print media that are relevant to our clients. The English translations of all Tofaş-Fiat (automotive) related news in print media in addition to the transcription of specific audio-visuals requested by our clients. With the increase of demand for translation work, I was promoted to Translation Coordinator, and my duties included the recruitment of new translation staff, work distribution, and proofreading of translations before they were delivered to our clients.

Jan 2001-Dec 2004 Specialist Teacher, Light College, Melbourne, Australia

Teacher Aide (lower-level primary) for students with special learning needs, including an autistic student. Worked in coordination with the school's speech pathologist to create specific worksheets and programs to cater for the said students' needs.

Religious Studies and also Turkish Language Studies Teacher for lower-level primary students. Due to lack of English textbooks and worksheets in these areas, I prepared my own worksheets in addition to my own sources working from Turkish texts. Duties also included preparing the curriculum, writing report cards, attending parent-teacher interviews as well as professional development sessions.

Volunteer Welfare Coordinator for upper-level primary girls. Duties included the organization of activities and programs that will benefit the girls' personal development. Helping the girls with their homework, entertaining them, and being 'there' for them if they ever needed any questions answered.

EDUCATION

La Trobe University, Bundoora, Australia 1999-2002 (did not finish)

Bachelor of ARTS - Faculty of Humanities and Social Sciences

Double Major: English and Philosophy

EXAMPLES FROM PUBLISHED ARTICLES

Blog: Turkey Notes

<https://turkeynotes.wordpress.com/>

The fat life: It's not a joke

<https://www.dailysabah.com/feature/2015/01/14/the-fat-life-its-not-a-joke>

A life changing transformation: Was 149 kilograms, now 65

<https://www.dailysabah.com/feature/2015/01/15/a-life-changing-transformation-was-149-kilograms-now-65>

War in Syria paving way for women's freedom

<https://www.dailysabah.com/feature/2016/09/14/war-in-syria-paving-way-for-womens-freedom>

One wedding and a coup

<https://www.dailysabah.com/feature/2017/07/17/one-wedding-and-a-coup>

D&G's Islamic fashion collection far from revolutionary

<https://www.dailysabah.com/feature/2016/01/07/dgs-islamic-fashion-collection-far-from-revolutionary>

Modest fashion designer Hasibuan in Istanbul after NYFW success to launch collection internationally

<https://www.dailysabah.com/feature/2016/10/15/modest-fashion-designer-hasibuan-in-istanbul-after-nyfw-success-to-launch-collection-internationally>

My hijab, my choice, hands off

<https://www.dailysabah.com/feature/2016/09/01/my-hijab-my-choice-hands-off>

Turkey's first international modest fashion week, a step in creating global modest fashion brands

<https://www.dailysabah.com/fashion/2016/04/30/turkeys-first-international-modest-fashion-week-a-step-in-creating-global-modest-fashion-brands>

Istanbul Modest Fashion Week, a first in Turkey

<https://www.dailysabah.com/fashion/2016/04/21/istanbul-modest-fashion-week-a-first-in-turkey>

'Turkey deserves to be considered a modest fashion capital'

<https://www.dailysabah.com/feature/2016/05/07/turkey-deserves-to-be-considered-a-modest-fashion-capital>

Bilecik: Start exploring Turkey where it all began

<https://www.dailysabah.com/travel/2017/03/25/bilecik-start-exploring-turkey-where-it-all-began>

Jazz up your holiday with a camping adventure in Ölüdeniz

<https://www.dailysabah.com/travel/2018/02/10/jazz-up-your-holiday-with-a-camping-adventure-in-oludeniz>

Top 10 tips for traveling in Turkey

<https://www.dailysabah.com/gallery/life/top-10-tips-for-traveling-in-turkey>

To drive or not to drive, in Istanbul

<https://www.dailysabah.com/feature/2016/02/29/to-drive-or-not-to-drive-in-istanbul>

REFERENCES

1. ISS Security

Contact: Yasemin Sir - Acting Terminal Operations Coordinator
ISS Facility Services, Level 1, Terminal 2, Melbourne Airport VIC 3043
Ph: +61 431 328 327

2. Daily Sabah

Contact: Serdar Karagöz – Former Editor-in-Chief
Ph: +91 533 960 9017
Email: serdarkaragoz@yahoo.com

3. Daily Sabah

Contact: Nejat Başar – Former Managing Director
Ph: +61 401058 198
Email: nejat.basar@sbs.com.au

4. Digibus Business Development Agency

Contact: Salih Çaktı – Agency Owner
Ahmediye Mahallesi Halk Caddesi Erdem İş Merkezi No:19/6 Üsküdar, Istanbul
Ph: +90 506 624 1564
Email: salih@digibus.com.tr

4. Northrop Grumman Linguist Program

Task Force Falcon - Camp Bondsteel
Contact: Isuf Hajrizi - Project Manager
Ph: 011-377-44-504-232
Email: isuf.hajrizi.ctr@mail.mil

5. Zenith Education and Consultancy Center

Contact: Jane Zeynep Kandur - Director

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