

# Gürkan Tik

## Translator

### AREAS OF EXPERTISE

*Translating legal documents  
Proofreading  
Interpreting  
Terminology Multi lingual European languages*

### PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

### WORK EXPERIENCE

*Dilsen Translation Agency – Turkey*

TRANSLATOR      January 2003 – June 2010

Working freelance for a translation agency providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

#### *Duties:*

- \* Researching legal & technical phraseology to ensure the correct translation is used.
- \* Liaising with clients to discuss any unclear points.
- \* Providing guidance & feedback & creating customer-specific style guides.
- \* Translation of documents/letters from source language to target language.
- \* Reviewing and proofreading mother-tongue text.
- \* Revising more junior translators' translations.
- \* Conducting face-to-face interpreting.
- \* Supporting the translation team with other projects when necessary.
- \* Excellent English, German and Turkish speaking and writing skills.

### PROFESSIONAL

*Sprachdiplom  
SNT College IELTS*

### PERSONAL SKILLS

*Detail orientated  
Well organised  
Friendly*

### KEY SKILLS AND COMPETENCIES

- \* Able to fluently speak English, German and Turkish.
- \* Excellent communication and social skills.
- \* Able to work to tight deadlines.
- \* Highly skilled in Word, Excel and Microsoft Outlook.
- \* Willing to travel and able to work under pressure.
- \* Able to prioritise work.

### PERSONAL DETAILS

*Gurkan Tik  
Abdurrahman Nafiz  
Gurman Mah. Park Sok.  
No:5/52  
[gurkantik@gmail.com](mailto:gurkantik@gmail.com)  
DOB: 10/01/1983  
Driving license: Yes  
Nationality: Turkish*

### ACADEMIC QUALIFICATIONS

*Marmara University    2001 - 2008  
Cağaloğlu Anatolian Gymnasium    1994 - 2001*

REFERENCES – Available on request.