

EDUCATION

01/08 – 12/09	GOLDEY BEACOM COLLEGE Master in Business Administration Information Technologies Concentration	Wilmington, DE
09/01 – 06/05	ISTANBUL UNIVERSITY Faculty of Letters Department of Translation Studies Translation and Interpreting Department in English	Istanbul, TURKEY
01/05 – 06/05	ISTANBUL UNIVERSITY Hasan Ali Yucel Faculty of Education English Language Teaching Department English Teaching Certificate Program	Istanbul, TURKEY

EXPERIENCE

01/08 – present	THE TURKISH LINK, INC. Project Manager	New York, NY
	<ul style="list-style-type: none">• Develop and maintain solid work relationships with the focal points and members of the linguistic teams, and collaborate with them to create, implement and maintain appropriate work procedures and solutions, for example for quality control, new staff recruitment and development, freelance vendor recruitment and management, etc., to meet business objectives.• Develop and maintain solid client relationships; identify opportunities for new and/or expanded services; set and manage expectations.• Resolve questions and issues in a timely and effective manner for clients and internal teams• Implement, maintain and enhance the unit business systems and computer-aided translation/terminology support tools such as Trados, SDLX, Transit and Wordfast that support the translation and interpretation process for freelancers.• Ensure that procedures for recruiting, managing, and paying freelance language service providers meet the business needs and are in accordance with company policies.• Recruit, coach, develop and motivate freelance staff in support of the growing level of client demands.• Oversee the operations by ensuring sound processes for the full range of project management functions (assessment, pricing, project planning and monitoring to meet deadlines, quality and budget requirements).• Work individually or in a team in order to complete translation projects from Turkish into English and English into Turkish. Assist Turkish customers with consecutive simultaneous interpretation services in cases where they don't feel comfortable speaking in English such as in courts, depositions, exams, hospitals, etc. Translate the necessary documents to be used at schools, government institutions, consulates, etc.• Based on project, teach Turkish language (grammar, spelling, pronunciation and speaking) to the individuals.	
05/06 – 08/06	MAJOR DIRECT COMMUNICATION Assistant Manager	Istanbul, TURKEY
	<ul style="list-style-type: none">• Assist the managers of Istanbul based direct marketing company in daily management operations.• Responsible for interacting with guests, clients, and associates to ensure excellent guest service and to communicate the goals of the management department.• Receive incoming calls, act as a liaison between the various departments in the company• Responsible from the correspondence and interpreting services for company and Holland based international direct marketing association.• Translation of marketing related texts that helped company to develop its direct marketing business.	
08/05 – 08/06	SET-SYSTEMS TRANSLATION SERVICES In House/Full Time Translator	Istanbul, TURKEY
	<ul style="list-style-type: none">• Provide translation services for Istanbul based translation company.• Present reports about the status of the assignments to upper management.• Participate in the teams of translators for big translation projects.	
11/03 – 05/06	TURKISH NEWS WEEKLY Part Time/Freelance Translator	Sydney, AUSTRALIA
	<ul style="list-style-type: none">• Translate news about Australia for the leading newspaper for the Turkish community in Australia during the weekends.• Translate and edit the news, current affairs and Australian issues along with community based news for the newspaper which is published weekly, with a readership of approximately 28,000.• Translation of documents provided to Turkish community in Australia.	

SKILLS

LANGUAGE SKILLS

Full fluency in Turkish and English. Beginner Degree in Spanish

COMPUTER SKILLS

Hardware: PC

O/S: Windows Vista, XP, NT, 2000, Me, 98, 95. Mac OS X.

Software: MS Office 2003, XP, 2007 (Word, Excel, Access, PowerPoint, Outlook, Publisher, FrontPage), Adobe Creative Suite 3, QuickBooks, Trados, memoQ, Transit, SDLX

PERSONAL SKILLS

- Substantial and diverse experience in all facets of the job.
- Ability to build strong relationships with internal & external partners.
- Experience with implementing end-user business technology solutions and adapting workflow management processes to new software capabilities.
- Proven track record in client relations, contributing to the business development process and ongoing relationship development with customers.
- Proven ability to conceptualize, design and implement new processes and projects.
- Demonstrated professional leadership and ability to manage teams and create an enabling environment to deliver business objectives.
- Strong organizational skills.
- Ability to effectively present information to management.
- Strong interpersonal, verbal and written communication skills.
- Multi-lingual, with excellent command of English.
- Strong client orientation skills with ability to respond to common inquiries or complaints from customers and/or members of the business community.

CERTIFICATIONS

ATA/NYCT Court Interpreting & Translation Seminar.

April 25, 2009.

- Advanced Simultaneous Interpreting Techniques
- Transcription and Translation of Evidence Tapes

EVENTS ATTENDED

ATA 51st Annual Conference in Denver Colorado. Embrace Diversity at the New York Public Library.

October 27-30, 2010.

May 12, 2009.