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| Sunay Cingil (Konul Aliyeva before marriage)**Azerbaijani-Russian-English-Turkish Sworn Translator in Turkey****Personal information:**480 Str. No 9/13, Floor 1, Apt. 5, Atilla/Konak, Izmir-TURKEYEmail: konul86@gmail.comGSM & WhatsApp: +90 505 973 67 68Skype: konul.jingil<https://www.linkedin.com/in/sunay-cingil-66b4775a/><http://www.proz.com/profile/1883125> |
|  **Education:**

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|  |  University of Khazar School of Humanities and Social Sciences,  Bachelor of International Relations Undergraduate: October 2008  |  |
| Working as freelance translator and interpreter since 2008My daily translation input is around 2500-3000 words per day, approximately 10-15 pagesWorking language pairs: Russian<>Turkish, English<>Russian, Russian<>Azeri, English<>Azeri, English<>Turkish and Turkish<>Azeri |
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| **Employment History:*****Company****:* Asian Absolute***Position****:* **Translation / trans creation & proofreading for F1 posts** ***Duration:***  Since 2018 July-present ***Company****:* Textunited***Position****:* Freelance translator ***Duration:***  Since 2017-present (Mechanical manuals)***Company****:* Pactera Technology International Ltd***Position****:* Freelance translator ***Duration:***  Since 2017-present (IT and software)***Company****:* Folio Translation Consultants Cape Town, South Africa***Position****:* **Translation/ transcreation for Heineken** **posts*****Duration:***  Since 2015-present (Marketing, add.)***Company****:* Gotransparent***Position****:* Freelance translator ***Duration:***  Since 2014-present (Pharmaceutical and various fields)***Company****:* Merle&sheppard Language Consulting Ltd. Wellington, New Zealand***Position****:* Freelance translator ***Duration:***  Since 2014-present (Mechanical manuals)***Company****:* Toni Alamo Christian Ministries***Position****:* Freelance translator ***Duration:***  Since 2014-present (Religious articles)***Company****:* Intellex Perevod i Lokalizatsiya Ltd. Moscow, Russia***Position****:* Freelance translator ***Duration:***  Since 2014-present (Technical and Mechanical Manuals)***Company****:* Genius Group London, UK***Position****:* Remote Project Manager ***Duration:***  January 1st 2015-July 30th 2016***What I did?***  * Searched and brought new customers to the company
* Brought new translators to the company
* Shared the project between translators
* Solved the crisis situations in translation field
* Created a very positive and hard working translators team

***What I gained?*** *It is a great pleasure to work as a remote project manager when you have really amazing team :) I improved my managing & quick decision making skills in crises situations and learned that easy and fast communication with team is taking me to the real success and bringing more pleasant clients.* ***Company****:* K Solutions (former Mestaco) Latvia***Position****:* Freelance translator***Duration:***  Since 2014-present (Automotive field)***Company****:* Sanofi Aventis Azerbaijan Baku, Azerbaijan***Position****:* Freelance translator for translation of prescriptions and medical brochures***Duration:***  over 2 years (Pharmaceutical field), **translation and transcreation of P&G**  **products** ***Company****:* Platinum Group Monaco ***Position****:* Freelance translator for Formula 1 2016, 2017, 2018***Duration:***  1 year (**Translation / transcreation & interpretation for F 1 2016, 2017,**  **2018, & BEGOC 2015**)***Company****:* POS Translation Center Istanbul, Turkey***Position****:* Freelance translator***Duration:***  over 3 years (mostly in legal and financial fields)***Company****:* SOS Children's Villages Baku, Azerbaijan***Position****:* Freelance translator/interpreter for trainers in medical and psychological  courses (Life sciences trainings for workers and volunteers, brand book)***Duration:***  over 4 years ***Company****:* Tele World Linguistic Center Turkey, Spain and Egypt***Position****:* Freelance translator***Duration:***  over 4 years (marketing, food and ingredients, constructional, IT)***Company****:* Raytheon Azerbaijan Baku, Azerbaijan***Position****:* Freelance translator in WMD projects (infectious diseases, Lab works.***Duration:***  over 5 years***Company****:* KONSiS LLC MICE and Translation Company Baku, Azerbaijan***Position****:* Project Manager***Duration:***  01/05/2009-01/01/2014***What I did?*** * created database of vendors in Projetex
* always had an available translator or interpreter for the crises situations
* brought new translators to the company
* trained translators to work in CatTools (SDL Trados, MemoQ, Idiom, memsource, XTM Cloud, Proedit etc.).
* brought new clients to the company, created fruitful cooperation and conducted long-term contracts with them.
* handled more than 10 huge conferences for the projects realized by EU, Embassy of the USA in Azerbaijan, OSCE, Ministry of Tourism, Ministry of Energy etc.
* provided a successful analyze regarding company’s position in competitive market, SWOT analyses to general director and senior staff of the company.

***What I gained?*** *To be disciplined, to think in detail and fast, to always have a B plan, to be well organized, to have easy communication with people, to be self-confident, to know each stage of the event I manage very well, to work on Projetex and several CatTools.*

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| ***Company:*** Central Election Commission (CEC) Baku, Azerbaijan***Position:***  Interpreter***Duration:***  October, 2008 ***Company:*** Bogazichi University Istanbul, Turkey***Position:***  Researcher on Conflicts in Middle East***Duration:***  12/2007-8/2008 |

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| **Skills**

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| **Category** | **Name** | **Proficiency** | **Yrs Experience** | **Last Used** | **Value** |
| Administrative | Microsoft Word | Fluent | 15+ yrs | use currently |   |
|   | Excel | Fluent | 15+ yrs | use currently |   |
|   | PowerPoint | Fluent | 15+ yrs | use currently |   |
| Administrative | Work station Projetex | Fluent | 5+ yrs | don't use currently |   |
|   | Photoshop | Basic | 2+ yrs | use currently |   |
|  Cat Tool | Idiom Workbench  | Fluent | 5+ yrs | don't use currently |   |
| Cat Tool | SDL Trados  | Advanced | 10+ yrs | use currently |   |
| Cat Tool  | XTM Cloud  | Advanced | 10+ yrs  | use currently |  |

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| Cat Tool  | Textunited  |  Good 2+yrs |  | use currently |

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| **Language skills**

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|  | **Name** | **Proficiency** | **Yrs Experience** | **Last Used** | **Value** |
|  | Azerbaijan | native | native | use currently |   |
|   | Russian | Advaced | 14+ yrs | use currently |   |
|   | English | Advanced | 14+ yrs | use currently |   |
|  | Turkish | Advanced | 7+ yrs | use currently |   |
|   | French | Upper intermediate | 1+ yrs | use currently |   |
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 **Received certificates and awarded diplomas:**

**Two honor diplomas of Dean, 5 international and 8 local certificates.**

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|  Date from – Date to |  Location |  Company |
| Mart 10, 2005 | Baku Azerbaijan | Participant of, Azerbaijan Youth in the **political and legal solution process**  |
| January 24-29, 2006 | Baku, Azerbaijan | Participant of**, Living Together** (part of Connecting Futures project), supported by British Council and Khazar University Institute of Politics |
| May 24, 2006 | Baku Azerbaijan | Participant of the **Third Annual Crisis Simulation** Exercise at the Institute of Politics at Khazar University |
| July 15 - 21 2006 | Baku Azerbaijan | Participant of the seminar in **21st Century Journalism** at Khazar University  |
| August 12-25,2006 |  Rize Turkey  | The participant of the meeting of international youth conference  |
| October – 28-31,2006 | Baku Azerbaijan | The participant of the International Audiovisual Film Festival (as translator)  |
| November 16-19,2006 | Baku Azerbaijan | ICRC’s training courses |
| October 27 – 30, 2006 | Baku Azerbaijan | The participant of the debate the Azerbaijan’s political face |
| July 10-15,2007 | Malatya, Turkey | The participant of II International Kommagene Youth Gathering |
| July 2-31, 2007 | Baku, Azerbaijan | Participant of Practice in the Ministry of Foreign Affairs (MFA) |
| August 7-18, 2007 | Norfolk, UK | Participant of the Norfolk International Project of “East and West-all as one equal” |
| October 7-17, 2009 | Berlin, Germany | Education in Social Democratic States, ToT |
| October 3-10 | Vienna, Austria | Education in Social Democratic States |
| July 30-August 8 | Nish Serbia  | Photo and Video capturing training  |

**References are available upon to the requests.**