**Merve Özkaya**

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**Summary**

Thanks to my experience, educational background and work discipline; I provide high-quality, timely translations of legal, commercial, official, medical and technical texts with high customer satisfaction.

**Personal Information**

Nationality: Turkish

Date and Place of Birth: 17.11.1992- Ankara

**Education Information**

2010 – 2014 : Hacettepe University, English Language and Literature

2006 – 2010 : Yahya Kemal Beyatlı High School

1999 – 2006 : Ziya Gökalp Elementary School

**Work Experience**

02.02.2015 – still : Freelance Translator

Translations between English and Turkish languages are provided in these fields: law and patent, technical documents (such as user guides, product descriptions in automotive, electronics industries), trade and rental contracts, medical texts, official documents, GMP certificates, guidelines, regulations, website localizations.

25.08.2014 – 31.01.2015 :Sentro Yabancı Dil Hizmetleri Ltd. Şti. – Translator

Translations and proofreadings of technical texts (such as automotive and electronics industry), news bulletins, catalogues, official and legal documents, GMP certificates, guidelines, regulations, trade and rental contracts, patents and website localizations between English and Turkish.

18.02.2013 - 01.03.2013 : Turkish Republic Ministry of Culture and Tourism– Internship as Translator

 Translations of petitions, international and official documents.

**Foreign Languages**

English : professional

Spanish : intermediate

**Computer Knowledge**

Microsoft Office 2007/2010, SDL Trados

**Foreign Education**

01.07.2013 - 23.08.2013 : St.Giles Language School, Highgate London

**Activities**

 May 2011 : Playing leading role in John Millington Synge’s “Playboy of the Westernworld”

October 2010 - December 2010 : Member of theatre community in Hacettepe University

**References**

Assoc.Prof. Aytül Özüm : Lecturer in Hacettepe University (0312 297 84 75-76)

**Hobbies**

Travelling, reading, going to theatre