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**TUNCER ÖZ**

Contact Details

GÜRÜN

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Personal Statement

I have got two bachelor's degrees. I graduated from Middle East Technical University (METU), department of history in 2005. I studied public administration at Anadolu University (open education) between 2007 and 2011.

I am a teacher of English at a state school. I have been working as a freelance translator for more than 10 years. I translate from English to Turkish and from Turkish to English. I translate, certificates, insurance documents, articles of association, contracts, agreements, contracts of sale, rental agreements, contracts of service, attorney's retainer agreements, bailment contracts, lease arrangements, franchise agreements, court documents, lawsuit petitions, codes, regulations, specifications, legal instruments, commercial papers, insurance policies, business letters, catalogues and manuals, e-learning programs, articles, conference materials, financial statements, commercial books, government correspondence, questionnaires, websites, subtitles for videos. I have translated numerous technical and academic documents and documents about law, business, medicine, education, transportation, import and export and marketing.

Education

* the Middle East Technical University (METU), Faculty of Art and Sciences, Department of History (2000-2005)
* the University of Anatolia, Faculty of Economics, Department of Public Administration (2007-2011)

Certificates

* certificate of achievement - 320-hour pedagogical training course received from the Ministry of Education of Turkey, the Department of In-service Training
* certificate of participation - 30-hour seminar on English Language Teaching Methodology
* certificate of participation - seminar on Preparing Projects For the European Union Funds

Language Skills

**Translation**

* Experience in translations of the websites and documents related to law, commerce, education/pedagogy, transportation, IT, import and export and marketing
* Extensive knowledge of technical words and terms related to several fields

**Exams**

* Level A (91,25 point) from the Foreign Language Proficiency Examination For State Employees (KPDS)

Computer Skills

* MS Office
* Subtitle Workshop