**YELDA KAHYA**

**SWORN ENGLISH TURKISH TECHNICAL LEGAL TRANSLATOR**

**Personal Details**

**Full Name:** Yelda Kâhya

**Nationality**: Turkish

**Date of Birth**: 20/09/1975

**Place of Birth:** Kayseri-Turkey

**Marital Status and children:** Married – I have a daughter.

**Current Address:** SERCEÖNÜ MH HÜKÜMET C TEOMAN SOK AVUKATLAR İŞH KAT 3 NO 302

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**E-mail** 1: kahyafreelancer@gmail.com

**E-mail** 2: kahyayelda@hotmail.com

**Objective**

Seeking new opportunities to apply my experience in translation field, where my experience and abilities can be effectively utilized and assessed.

**Education**

Erciyes University –Turkey (1st university)

Degree: B.E. (2001)

Major: Mechanical Engineering

Anatolian University-Turkey (2nd university)

TESOL Certificate

C class work health and safety specialist certificate

Sworn technical – legal –medical translator

Student in theology college (1st class )(learning arabic)

**Experience**

**Professional Experience**

I have a more than ten years experience in English Turkish and Turkish English document translation such as

* Engineering and industrial documents, scientific essays, manuals, contracts, brochures and international
* standards such as ASME, ADR, ISO documents, foreign trade documents, all kinds of documents used in
* Embassy, legal documents, legal decisions etc…are some of the subjects that I have worked on.
* Court decisions, distributorship agreements, going to fairs in overseas

**Translator Freelance:**

**Freelance translation since 1994 for different companies (formally sworn translator since 2001)**

**1-Foreign Trade Specialist & Translator:** Dener Makina Kayseri from 2001 until 2003

The tasks: Management affairs – being responsible for office running in addition to this, I was in charge of handling certified materials, translation, proofreading and outdoor interpreting assignments. Preparation of manuals, advertisements, going to fairs, etc…

**2- Foreign Trade Translator of a Company:** Isısan Isı San. ve Tic A.Ş. Kayseri from 2003 until 2006 I was in charge of handling all types of translations including certified and uncertified materials. API , ADR , ASME document translations, manuals translation, export and import document translation, meeting with foreign customers.

**3-Part-Time Translator-Freelance (online) after opening my own translation office Kahya Translation I am working with and also worked with the following companies**

* Isısan Heat Industry and Trade-Kayseri -Turkey (formal document translations)
* Ipek Furniture Corporation-Kayseri -Turkey (formal document translations)
* EB Traducciones Itzulpenak S.L.U /Spain (Tram document translation for tram installation in Antalya)
* Yakamoz Translation Company- Ankara Turkey
* Kayseri Municipality Tram Management (Oral translation for the training of tram drivers, also oral translation for Hegeincheid Company –Germany for the training of a machine used for the maintenance of the trams)
* Eras Holding -Kayseri –Turkey (formal document translations)
* Iso Translations –Belgium (Different kinds of translations such as manuals, birth certificates, court decisions)
* Aygün Translation-Ankara-Turkey Different kinds of translations such as manuals, birth certificates, court decisions)

 **Other Experiences**

**Interpreter**

I am making outdoor interpretations for domestic and/or foreign companies and their visitors in Kayseri-Turkey.

**Fast writing certificate 30 words per second**

**Computer Hardware & Software Used**

3 computers. Internet connection with ADSL.

1-Toshiba Satellite Laptop- Intel Pentium processor 1.6 GHz,250 MB RAM, CD Writer DVD reader

2-Escort Desktop-Intel Pentium D CPU 3 GHz. 500 MB RAM, DVD Reader/Writer

3- Lenovo mini book

 Windows 7

* Trados suite 2009 (original)
* M.S. Office 2003 programs
* Adobe Reader
* Adobe Writer
* AutoCAD

**Foreign Languages**

English (Fluent),

**Daily Translation Capacity**

 It changes according to text but generally 5400 words (30 pages including 180 words), if I can examine the text one day before I can give 40 pages at the end of the day. (This is available for English to Turkish translation jobs. For Turkish to English my daily translation capacity is 25 pages as minimum, for maximum I have to see the project file).

**Weekly Working Capacity**

Every day of week except week ends. I do not work on Saturdays and Sundays

My working hours: 9:00-18:00 (Turkish time)

You can reach me 24 hours a day via my e-mail. For telephone contact 8:00-21-00 hours are convenient. (Turkish time)

 **Translation Subjects**

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| * Mechanical Engineering
 | * Foreign Trade
 | * Engineering
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| * Aerospace
 | * Automotive
 | * Aviation
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| * Fire Protection
 | * Heating Air Condition and Refrigeration
 | * Electrical Engineering
 |
| * Environmental Science
 | * Textile Sciences and Engineering
 | * Nuclear Engineering
 |
| * Mathematics
 | * Physics
 | * Science (General)
 |
| * Transportation
 | * Advertising
 | * Fibber, Textile and Weaving
 |
| * Finance
 | * Business Administration and Management
 | * Business General
 |
| * Industrial Engineering
 | * Materials
 | * Mining
 |
| * EU, ASME, ADR standards
 | * All Kinds of certificates
 | * Transcripts
 |
| * Identity cards,
 | * Notary public sworn translations
 | * Court decisions
 |
| * Business letters
 | * Passport
 | * Birth certificates
 |
| * Legal translations contracts and agreements
 | * Pharmacy
 | * Medical translations
 |
| * Medical Machinery
 | * Industrial
 | * EU donation projects,
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**Price Details**

My price per word is 0,05-0.08 Euro

**Payment Style**

 By wire transfer made to my bank account found in a Turkish bank in Turkey or paypal.