

FREELANCE TRANSLATOR CV



Name, Surname GULTEKIN, RENGIAL
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Nationality Citizen of Republic of Turkey
Date of Birth April 1st 1971
Work Objectives FAST AND EFFICIENT TRANSLATION SERVICES, DELIVERY BEFORE DEADLINE, ALWAYS SATISFIED CUSTOMERS, STANDARD EUROPEAN MARKET PRICES
MOTHER TONGUE TURKISH
Translation Languages English > Turkish (Specialization, all subjects except from edicine)
French > Turkish (Specialization, all subjects except from medicine)
Other Languages Spanish in medium level and German in beginning level

Major projects

2006: Translation of Court session minutes related to corruption allegations for a Turkish Bank (From Turkish to English) – 140.000 words
2008: Translation of Social Security Regulation of European Union as a job given by Ministry of Social Security and Labour of Republic of Turkey (From English to Turkish) – 120.000 words
2009: Translation of Political Murder Case related to a very important business world member of Turkey (From Turkish to French) - 85.000 words
2013: Translation of technical documentation belonging to the foundation of an Oil Gas Plant in Turkey (From Turkish to English - 130.000 words

Agency affiliations:

Many prominent translation offices located in Turkey, especially Paralel Translation, Simsek Translation, Aries Translation, Puza Translation, Pos Translation, Trio Translation, Sirkeci Translation, Millenium Translation, Dildendile Translation etc, for which I have been supplying translation service over ten years. In case of need, I may give relevant contact details for these translation offices or companies.

COMPUTER TECHNOLOGY:

PROMINENT MS-OFFICE APPLICATIONS AS WORD, EXCEL, POWERPOINT, PDF, OCR, IMAGE PROCESSING, ETC.
OTHER SKILLS AND COMPETENCES (not mentioned above)

I have got a professional business experience in foreign trade over 15 years, by working as FOREIGN TRADE EXPERT for a few leading companies of Turkey like Soyak Holding, Calik Holding, Tanyeri Group of Companies.
I WROTE A BOOK CONSISTING OF 90 000 WORDS

Primary Areas of Work

Specialized in: Business (contracts, annual reports, SHE etc), Immigration/Police, Automotive, Building & Construction, Machinery, Oil & Gas, Heavy Industry, Legal, Military, Education, Health, , etc

Legal Translation: Bringing an action, citation, testimony minute, court judgement, court file, bill of indictment, bill of defence, certiorari, confiscation, cautionary attachment, consent letter, commitment, letter of conveyance (deeds of assignment), legal opinion, legal regulation and documentation diligence, construction inspections for industrial sales - +150 000 words

Commercial Translation: All kinds of trade contracts (purchase, selling, transfer, capital-shareholding, distribution etc), Company business documentation, Tender offer, quotation, private or public tender file, all kinds of foreign trade documents, protocol, booking note / initial settlement, , related to foreign trade

Technical Translation: Technical specifications; Manuals for Maintenance, service, repair, improvement, upgrading and updating; technical quotation, brochure, booklet, label.

Examples of types of document translated			
Police / Courts	Building & Construction	Education	Business
Marriage, divorce, death and birth certificates	Due Diligences Building inspections,	Directorate of Education Curricula	Contracts Rental contracts
Immigration documents	Reports	Diplomas	Profit/loss accounts
Marriage agreements	Specification lists	Transcripts	Balance sheets
Court settlements	Bridges, tunnels, freeways National Building Standards	Universities & colleges Thesis & dissertation	Annual reports General Meetings
Court findings: Supreme	Property development in	Educational reports	SHE/Strategy/Contingency
Court, Court of Appeals and District court	Turkey Oil & Gas	Vocational certificates	Sales information Marketing & advertising

SOCIAL SKILLS & COMPETENCES IN A PROFESSIONAL CONTEXT

2005-2010 I have founded and managed a translation office named ODAK TERCUME, in Istanbul, employing three to four translators for main world languages, supplying translation service especially for the companies in Istanbul. During these five years, I had a large number of experiences in translation in respect of translation quality and customer satisfaction.

FORMAL EDUCATION/TRAINING

1986- 1991 –Education in Hacettepe University, Ankara for Occidental Literature and Languages

1992-1993 - Education in Marmara University, Istanbul for Foreign Trade Operations,

I work full-time as a freelance translator with my own business from a home office.

My many years in Turkey and my abundance of work, education and cultural experiences have given me unique and complex insight into Turkey and Turkish language, which I apply to all my translation specialty areas.

I have contracts and contacts with a dozen Turkish translation agencies. They keep me busy, but I am always open to discuss additional agreements with new agencies and language professionals.

I am a professional member of the translator network ProZ.com. My skills are in demand and lauded by all my agents and providers. I am skilled in multiple subjects, which is seldom in the translation trade.

On free days and in empty hours of the afternoon when I do not have any translation work or bookkeeping to do, I spend my time for casual activities.