

AREAS OF EXPERTISE

*Medical documents*

*Medical device documents*

*Safety Data Sheets*

*Conformity Documents*

PERSONAL SKILLS

*Detail orientated Honest & Reliable*

*Respected & Adhered to deadlines*

PERSONAL DET AILS

*Barış Koşucu*

*Sigacik*

*Seferihisar*

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*DOB: 20/03/1977*

*Nationality: Turkish*

Barış Koşucu

Translation Project Manager – English & Turkish

PE RSONAL SUMMARY

A multi-skilled, reliable & talented project manager with ability to handle multifaceted problems of translation process along with excellent negotiation and supervision skills. A professional who has plenty of resources at his disposal to work through challenges thanks to his excellent IT & communication skills in native language to be able to focus on multiple tasks at once. Flexible and takes responsibility of outcome produced by his team & group of translators or one single translator or local translation agencies. Social person who can communicate clearly & effectively with people from all social & professional backgrounds. Coordination skills to handle and keep eye on the translation projects from start to finish as well as excellent negotiation skills with clients, potential clients & local translation agencies to keep up a good relationship and having control over project finances, and dealing with project documentation and notarization processes. Absolutely the best problem solver that you can find for this pair of language. Localization expert in managing a team of translators, including (but not limited to): Sourcing talent, interviewing, hiring, editing, holding 1:1s, coaching, and handling resource allocation to optimize for business needs; managing translation vendor relationships, including tracking costs, providing feedback, vetting new vendors, and developing a bench of new vendors; managing technology necessary to provide translation services; planning and preparing for future business expansion. Market specialist with strong and reliable portfolio and deep experience and knowledge in Turkish translation market in terms of processing, operating and marketing.

Would like to work as a project manager & regional / local marketing & promotion representative / manager for a successful company.

WORK EXPERIENCE

***Freelance***

PROJECT MANAGER & TRANSLATOR January 2004 - Present

Working freelance continuously 54 hours per week for several reliable and leading translation agencies providing project management and translation services to clients where needed. Converting documents in several types from English into Turkish and Turkish into English by completing the process with proofreading and supervision if converted by another translator. Marketing & searching for potential new clients and building up and maintaining a large, reliable and long-term translation agency portfolio and while doing this setting the working conditions and making agreements.

Have worked with various local translation agencies that are accepted best and most preferred ones in Turkish translation market with “0” problems in 18 years.

***Duties****:*

Researching legal & technical phraseology to ensure the correct translation is used.

Liaising with clients to discuss any unclear points.

Revising more junior translators' translations.

Supporting the translation team with other projects when necessary.

KEY SKILLS AND COMPETENCIES

Excellent communication and social skills.

Able to work to tight deadlines.

Able to prioritize work.

ACADEMIC QUALIFICATIONS

B.B.A. – Business Administration – Marketing / International Business Administration

***Marmara University 1995 - 2000***

REFERENCES – Available on request

**>>> COVER LETTER <<<**

|  |  |
| --- | --- |
|  | Now is the time for me to take a big step from local market to the global after serving for all fields of Turkish translation market for more than 10 years. I definitely know that collaborative translation makes communications and localization work easy, and results in a faster time-to-market. Long years of work taught me to identify how to fulfill an agency’s needs and solve its problems. Be sure that I will be your desirable translation supplier and one your agency return to again and again.  |
|  | In the first place “fast response” is my nickname. You will get a reply whenever you ask just in minutes that means I will be always ready to serve for you. I know that you will need to rely on me and place your trust in my word, so you can be sure that I am aware of the value for consistent communication and the importance of deadlines for you to meet your client’s expectations. You will be meeting with a person who will always put himself into your shoes, and do everything to meet the deadlines, because I know that breaking that trust just once, would destroy the relationship between you & me. |
|  | I am aware that it is quite difficult to ensure the quality and availability of individual linguists for a global translation company, and would take more time and more in-house employment costs to be spent. And, in the other hand, most translation service providers are bombarded daily by freelance translators sending in résumés or calling, looking to be part of their panel. But another truth is that translation companies would prefer to work with the same translators & project managers & collaborators again and again – it’s easier for them. That’s the reason you should think about collaborating with me because you can be sure that I can easily judge the personality, competence, and honesty of a translator thanks to my experience in the sector, and will always chose the best ones who will meet the needs and requirements of a translation project.  |



*“If there would be something that I could not do, I would act just as an honest person say easily “I cannot” to save your time for you to find a solution.”*

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| --- | --- |
|  | The basis of collaboration is formed with “feedback” and you will always get feedback about the work and the market from me to improve and regulate your work for your future steps. Sometimes, you may have negative feedbacks from your clients, as you know it may arise due to the needs of your clients or quality of work; but rest assured that this will never be an insolvable problem, because you will have a good collaborator who will focus on the problem to solve it immediately, and correct with apology. Your and your clients’ needs value above everything. |
|  | And ready to meet with a tech-savvy! Editing, proofreading and formatting will never be an issue for you, because all your translation documents will be sent to you in the preferred format which your client desires, edited and proofread.  |
|  | You do not need to tell me about income or rates are lower when working with translation agencies than when working for direct clients, since the agencies need a cut of the fee for finding the client; and agencies in different countries have different payment terms and methods that I need to adjust to, and that an agency may require a test translation to evaluate my team’s translation skills and fit for a project, and I may have to sign non-disclosure agreements, contracts, etc. with the agency. Because I know all about that and agree with the conditions. |
|  | **I hope you agree to work with me and this cooperation would result in a long-term relationship that can provide years of steady work.**  |

**As a Translation Project Manager & Translator, has ability to manage the following types of documents:**
(in alphabetical order & report / document names and fields of translation may vary due to localization and all but not limited to the following & please don’t think the following list as a limited documents’ list that I can provide service for you but a profession list & keywords for you to find out easily what types of translations documents you can send me relievedly)

**Medical Translation:** Angiography Report; Antibiogram Report; Biopsy Report; Birth Certificate; Bone Density Test; Booklets and Guides; Case Report Form (CRFs); Catheterization Report; Chemistry, Manufacturing and Controls (CMC) Documentation; Clinical Protocol; Clinical Study Report; Clinical Trial Agreements; Clinical Trial Reports; Colonoscopy Report; Coronary Angiography Report; Corporate Website and Portal; Daily Patient Follow-Up Form; Data Sheet; Disabled Medical Board Report; Disability Report; Discharge Assessment/Plans; Documents attached to medical supplies; Dossier; Drug Registration Documentation; Educational Certificates & Documents; Electroencephalography (EEG) Report; Endoscopy Report; Epicrisis; Esophago-Gastro-Duodenoscopy Report; Gastroscopy Report; Health Insurance Documents; Health Report; Hospital Discharge Paper; Hospital Record; Informed Consent Form; Instruction for Use (IFU) and/or Directions for use (DFUs) for Medical Devices; Investigator Brochures; IP Labels; Laboratory Report; Magnetic Resonance (MR) and Magnetic Resonance Cholangiopancreatography Report; Magnetic Resonance Spectroscopy (MRS) Report; Mammography Exam (Mammogram); Manufacturing Process Description; Marketing Collateral; Master Batch Record and Deviation Report; Medical Board Report; Medical Chart; Medical Leave Form; Medical Report; Medical Board Report informing on the Current State and Condition of the Patient (a form frequently used in Turkey); Medical Journal; Medical License; Medical Report; Molecular Genetic Test Report; Multimedia audio and visual; Organ Transplantation Report; Outpatient Physical Therapy Evaluation and Follow-Up Form; Pain Assessment; Pathology Report; Patents and Patent Application; Patient Consent and Information Form; Patient Consultation Form; Patient Discharge Form; Patient Evaluation & Assessment Form; Patient Information Leaflet (PILs); Patient Recruitment Material; Patient Reported Outcome (PRO); PET/CT; Pharmacological Study; Pharmaceutical Research; Reports and Training Manual; Physical Examination Form; Physiotherapy and Rehabilitation Report; Private Health Insurance; Product Label; Production Manual; Patient Information Form; Pulmonary Function Test Result; Quality of Life (QoL) Measure; Quantitative Computed Tomography (QCT) Report; Protocol synopsis; Questionnaire; Radiology Report; Radiation Oncology Report; Rater Scale; Referral Institutes Physician's Physical Examination Information Sheet; Registration Dossier for Medicines; Regulatory Audit; SAE and SOP Procedure; Scientific Journal Article; Summary of Product Characteristic (SmPC); Surgical Operation Report; Test and Analysis Result; Tomography Report; Toxicology Report; Transthoracic Echocardiogram Report; Treatment Summary Report (TSR); Ultrasound / Ultrasonography Report; Urinalysis Urine Test; Vaccination Cards & Calendar; Whole body 18F-FDG PET/CT Imaging Report; Website Localization in fields of Anesthesiology, Infectious Diseases, Otolaryngology, Cardiology, Microbiology, Pathology, Dermatology, Nephrology, Pediatrics, Emergency Medicine, Neurology, Psychiatry, Endocrinology, Neurophysiology, Pulmonology, Gastroenterology, Nuclear Medicine, Radiology, Genetics, Obstetrics & Gynecology, Rheumatology, Geriatrics, Oncology, Surgery, Hematology, Ophthalmology, Toxicology, Immunology, Orthopedics, Urology and all Life Sciences and other Medical Fields.

**Choose Your Translation:** Academic Transcript and Diploma; Accreditation Documents; Achievement Certificate; Address Proof Document; Adoption Papers; Ads; Agricultural Product Analysis Report; Annual Reports; App Localization; Apostil and Notarization Documents; Audio Translation; Auditor’s Reports; Balance Sheet; ATA Carnet; Bank Account Activities; Bank Account Statements; Bank Notes; Bank Receipts; Bill of Account; Birth Certificate; Business Activity Report; Business Agreements and Contract; CELTA (Certificate in English Language Teaching to Adults) Certificate; Certificate of Acceptance; Certificate of Attendance; Certificate of Conformity to Turkish Standards issued by Turkish Standards Institution; Certificate of Marriage; Certificate of Residence; Certificate of Residential Address and Other Addresses; Certificate of Live Birth; Certificate on Professional Activity; Certified Copy of an Entry of Marriage; Circular of Signature; Client Assets Report; Commercial Activity Certificate; Correspondence; Course Completion Certificate; Criminal Record and Police Clearance Certificate; Customer Service Translations; Customs declarations; Death Certificate; Diploma; Diploma Equivalency Certificate; Documents for United States Citizenship and Immigration Services (USCIS); Driver’s License; Ecommerce Translations; Electromagnetic Compliance Test and Result Report; Environmental, Health & Safety Management System Documentation; Extract from the Central Register of Civil Status; **EU/EC Declaration of Conformity for CE Marking**; **EU/EC Quality, Design and Management Assurance Certificate and International Organization for Standardization (ISO) Documentation** issued by leading companies including VTT, BSI Assurance UK, CENTEXBEL, CSI, DEKRA., DNV, ESC, PFI, SGS, TUV NORD, TUV Rheinland, UDEM, Kiwa Meyer, FQC, Bureau Veritas, ENAC, IQNet, BELAC, GERMAN CERT, LL-C, LMS, Intertek, AF/NOR, PROD, etc.; Finance Localization; Financial Statements; Final Year Promotion Book, Food Safety Management System (FSMS) Declaration Form and Documentation; Game Translation; Genetically Modified Organisms (GMO) Testing and Certification; GMP Documentation and Certificate; Graduation Certificate; Halal Declaration and Certificate; Honor Certificate; Host / Guest Messaging; IELTS Test Report Form (TRF); Inspection Certificate; Insurance Documents; Interim Graduation Certificate; International Motor Insurance Card; Invoice; Laboratory Accreditation Certificate; Lease / Rental Agreement; Letter of Consent; Letter of Undertaking; Manufacturer's Declaration Form and Certificate of Analysis; Marketing Authorization Certificate; Marriage Agreement for Muslim Countries; Marriage Certificate; Mobile Apps & Games Translations; Passport; Pedagogical Formation Certificate; Power of Attorney; Presentation; Press Releases; Printed Marketing Materials; Private Security Training Certificate; Product Descriptions; Product User Reviews; Quality Certificate; Quality Management System Certificate; Quarantine, Hygienic and Veterinary Certificates; Real Estate Purchase and Sale Agreement; Registration Certificate; **Safety Data Sheet**; Service Agreements; Software Translation & Localization; Social Media Content Translations; Specific Test Report; Statement of Income; Statement of Signature; Student Certificate; Superintendent Registrar's Certificate of no Impediment to Marriage Pursuant Act; Subtitling; Tax Documents; Temporary & Permanent Residence Certificate; Terms & Conditions; Test Taker Score Report; Title Deed; Trade Registry Certificate; Trademarks & Copyrights; Training Certificate; Travel Listings; Vehicle Inspection Report; Vehicle License; Vehicle Sales Agreement; Video Translation; Visa Documents; Visa/Immigration Applications; Vital Record; Website Translation & Localization; Work / Business Completion & Experience Certificate; Workforce Education Certificate; and many others.