

SEVDE GÜL POLAT

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I have been doing translations as a hobby since 2015. Besides that, I also used my bilingual skills on my school project as doing summary translations English to Turkish, which is my native language, and preparing presentations. Again I also have done some renditions on my internship and working experience as an architect. And know I want to do this as professionally.

EXPERIENCE

SEPTEMBER 2019 – PRESENT

ARCHITECT, ASIR PROJE RESTORASYON İNŞAAT MÜH. MİM. TİC VE SAN LTD.ŞTİ.

- Created and translated presentation and representation materials.
- Consistently met my short and long-term targets.
- Proactively participated in meetings and helped create new practices.
- Processed a range of documentation and entered information into databases.
- Helped management to identify workflow issues and find solutions.
- Created survey models and designed restoration alternatives on Revit.

APRIL 2019 – SEPTEMBER 2019

INTERN ARCHITECT, ASIR PROJE RESTORASYON İNŞAAT MÜH. MİM. TİC VE SAN LTD.ŞTİ.

- Created and translated presentation and representation materials.
- Consistently met my short and long-term targets.
- Proactively participated in meetings and helped create new practices.
- Processed a range of documentation and entered information into databases.
- Helped management to identify workflow issues and find solutions.
- Created survey models on Revit.

JANUARY 2018 – APRIL 2018

INTERN ARCHITECT, SFMM FİKİRLİER MİMARLIK LTD.ŞTİ.

- Translated presentation and representation materials.
- Excellent attendance score.
- Consistently met my short and long-term targets.
- Processed a range of documentation and entered information into databases.

APRIL 2017 – AUGUST 2017

INTERN ARCHITECT, SFMM FİKİRLİER MİMARLIK LTD.ŞTİ.

- Translated presentation and representation materials.
- Excellent attendance score.
- Consistently met my short and long-term targets.
- Processed a range of documentation and entered information into databases.

EDUCATION

AUGUST 2019

BACHELOR, TOBB ETÜ - UNIVERSITY OF ECONOMICS & TECHNOLOGY

JUNE 2014





GRADUATE, GAZI ANATOLIAN HIGHSCHOOL

LANGUAGES

TURKISH, NATIVE SPEAKER

ENGLISH, C1 ADVANCED

SKILLS

- Accuracy
- Dedication
- Multitasking
- Time Management
- Writing Skills 
- Reading and Comprehension Skills 
- Microsoft Office 
- Subtitle programs 
- Architectural Modelling Programs 