Melisa Arslan

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# BACKGROUND SUMMARY

I worked as a full-time in-house Translator in an emergency relief (NGO) organization, private primary school, and a construction firm. I worked as a private tutor in Turkish and English languages. I translated employment contracts, employee safety manuals, official letters, news articles, and construction-related documents. Between 2007 and 2016, I worked for international clients mostly via Proz and I translated mainly in the following fields;

Cultural texts (including people, places and cultural heritage), Cosmetics (including transcribing videos & marketing surveys), Education, General (certificates, transcripts, CV, official letters, marriage certificates, diplomas), Tourism/Travel (website translation, introductory texts), general medical and pharmaceutical texts, medical equipment, Healthcare insurance forms, Physicians Examination Reports. Some of my translations are as follows;

* Editing an intermediate level monolingual English dictionary for secondary level Turkish students (Maya Publication, 2002)
* Marketing surveys (Cosmetic brands) for Tricky Translations, Netherlands
* Translation of documents from a wide range of fields from web applications to webpage content for Elite Translations, Israel, from 2009 to 2016
* Translation and editing of the cultural website (places to visit, historical sights, regional clothing, regional sports like Aba wrestling of the Republic of Turkey Ministry of Culture & Tourism. Later they were also published as booklets to be distributed (Tercümevi, 2008).
* Translation of jewelry exhibition catalogs into English for jewelry wholesalers in Grand Bazaar, between 2001 and 2003.
* Translation and editing of numerous articles, academic reports, and information texts (including transcribing for a Japanese media) about the cultural heritage of Turkey like Hagia Sophia, Roman baths and Göbeklitepe (Acima Translations, Japan, between 2010 and 2016)
* Translation of general medical and pharmaceutical texts, surgical devices, healthcare insurance forms, Physicians E examination Report forms, cosmetic brands and videos for International Contact, USA, between 2012-2016
* Translation of dialysis equipment for Konsul- Pajnkiher & Partner, Slovenia, 2008
* Translation of the menu of the famous Sahan Restaurant

From 2016 to 2018, I mainly worked in the real estate industry at the Aegean coast of Turkey.

# OTHER WORK EXPERIENCE

▲**Kazcons Stroy-Construction 2004-2006**  Almaty

Translator

• Translated construction-related (mainly about the refurbishment of old Soviet buildings) documents, tenders, and bids along with basic clerical duties.

▲**Uğur Koleji-2003** Istanbul

Senior Translator

• Translated the ECIS (European Council of International Schools) documents for

school evaluation and accreditation into Turkish

• Translated employment contracts, administration, board policies, mission &

philosophy, educational materials, and responses into English

• proofread and edited the initial drafts of the school teaching staff, made

necessary changes and prepared the final official reports

• Compiled and edited the responses of the non-teaching staff, ensuring that

correctness of grammar

• Produced and stored translation works with the use of a computer and

maintained them in files in an alphabetical order

▲**World Relief Corporation 2000-2001**  Istanbul

Translator

• Translated documents (legal), policies and official letters from Turkish into

English

• Composed and drafted all outgoing correspondence and reports for the Program

Director

• Traveled weekly to World Relief sites and interviewed beneficiaries, and rendered

these interviews into written English.

▲**TPAO-ARCO Joint Drilling/Oil Exploration Consortium 1999**  Istanbul

Secretary

• Supported Chief Operating Officers with daily operational functions.

▲**DynAir Services Inc. 1997** New York

Part-time Passenger Service Agent for Turkish Airlines at JFK International Airport

EDUCATION

▲Ankara University- Currently studying at the Faculty of Ancient Languages and History

BA degree in Ancient Greek Language & Literature

▲Ramapo College of New Jersey-Graduate of 1997 New Jersey

Bachelor of Arts in International Studies with a concentration in European Studies

Turkish Language Proficient Test taken at New York University (1994) fulfilled the foreign language requirement of the International Studies Major

# SEMINARS

**Arı Movement-2001** Istanbul

International Conference on ‘EUROPEAN SECURITY AND COOPERATION IN THE 21ST CENTURY’

\*NATO-EU Relations and the Future of European Security and Defense, Role of Turkey in European Security and Defense, Conflict Resolution in Balkans and Beyond, Missile Defense, Russia, and the Caucasus were discussed by well- known Turkish and foreign professionals.

**United Nations Seminar-1996** New York

Certificate of participation in the Fifth Annual January Term, Global Studies at the United Nations New York.

Duration: Two and a half week full-time program

Subjects of study: Demography, immigration, women, and children in third world countries, AIDS, poverty, population, environment, and inner workings of the United Nations

# RESEARCH EXPERIENCE (ACADEMIC INDEPENDENT RESEARCH TOWARDS GRADUATION)

EUROPE: Neoliberal Policies and Social Movements

▲Investigation of the structural adjustment policy in European nations as a condition for joining the European Union.

EUROPE: Immigration and Asylum Practices

▲Examination of European immigration policy

(Received grade 4.00 point from each based on scale 4.00)