

PERSONAL INFORMATION

Yavuz Gönen

📍 Çağlayan Mah. 2030 Sok., HBC Ap. No: Kat 4 D 9, 07230 Antalya (Turkey)

☎ +90 242 323 2975 📠 +90 532 698 5527

✉ yavuz.gonen@viyadil.com

🌐 www.viyadil.com

💬 Skype yavgon

Sex Male | Date of birth 11/07/1977 | Nationality Turkish

POSITION

Freelance Translator

WORK EXPERIENCE

30/08/1999–24/11/2004

Various Officer Positions in Electronics Branches

Turkish Navy, Gölcük and İstanbul (Turkey)

- Coordination of repair and maintenance of electronic systems
- Coordination of official correspondence
- Other administrative tasks

01/04/2005–30/06/2005

Harbour Operations Manager

Kemer Marina, Antalya (Turkey)

- Coordination of harbour activities
- Coordinating the security activities of the marina
- Coordinating the cleaning and maintenance activities of the marina
- Management of 25 personnel in 3 branches
- Other administrative tasks

01/05/2006–01/08/2007

Operations Manager

Acar Int. Transportation and Forwarding A.S., Antalya (Turkey)

- Coordination of two main activities: Ship agency and travel insurance
- Correspondence between the related parties
- Coordinating the medical treatments of insured people in Antalya
- Coordinating the ship agency activities for the ships visiting Antalya ports
- Other administrative tasks

01/09/2005–Present

Freelance English into Turkish Translator

Self Employed, Antalya (Turkey)

- Translating, editing and proofreading of texts in various fields from English into Turkish in three main areas of expertise indicated below:

- 1- Technical: IT, production machinery, automation, consumer electronics, electrics/electronics engineering, hardware, software localization, cranes, agricultural machinery, operation and maintenance manuals, safety instructions, eLearning materials, communication equipment
- 2- Tourism: website translations of international hotel chains, localization of a major vacation rental portal, advertisements, brochures, staff training materials
- 3- Maritime: sailing boats related documentation, advertisements, manuals of marine

equipment, Navy and military related translations, software localization of marine equipment, yachting, yacht tourism, marinas, marina operations

- Linguistic testing
- Quality assurance
- Linguistic signoff

11/04/2008–Present **Translation Company Owner**

Viya Translations, Antalya (Turkey)

- Management of large translation projects of major clients
- Management of in-house team and freelance translators
- Advertising
- Customer acquisition
- Tasks as a freelance translator
- Other administrative tasks

EDUCATION AND TRAINING

1992–1995 **High school graduate**

Naval High School, İstanbul (Turkey)

- Preparation to Naval Academy
- Premium English education

1995–1999 **Naval Officer and Electrics/Electronics Engineer**

Naval Academy of Turkey, İstanbul (Turkey)

- Electrics/Electronics engineering
- Military education towards the positions in Navy
- Navigation and sailing education

2004–2005 **MBA**

Işık University, İstanbul (Turkey)

- MBA education in English

PERSONAL SKILLS

Mother tongue(s) Turkish

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
German	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Good communication skills gained by sales and interpreting activities
- Good correspondence skills with international customers

- Organisational / managerial skills**
- Leadership (currently responsible from a small team of in-house and freelance translators)
 - Good organizational skills gained in the Navy and as a Translator
- Job-related skills**
- Excellent command of English
 - Good problem solving skills
 - Working under pressure
 - Good time management
 - Excellent technical knowledge gained through technical positions held in the Navy and technical translations completed
 - Translating up to 3000 words per day
 - Proofreading up to 1000 words per hour

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Proficient user	Proficient user

Digital competences - Self-assessment grid

- Good command of the CAT tools below:
 - SDL Trados 2017
 - Wordfast Pro
 - Wordfast 4
 - Translation Workspace
 - Transit
 - Idiom Workbench
 - Passolo
 - XTM
 - Smartling
 - SmartCAT
- Good command of MS Office programs

- Other skills**
- Reading
 - G Clarinet playing
 - Travelling
 - Biking

Driving licence B

ADDITIONAL INFORMATION

References References are available on request

Certifications SDL Trados Level 1 Certification: <http://www.sdl.com/certified/79684>