



WORK EXPERIENCE


Furkan Zirzakıran


Date of birth: 17/01/1993


Nationality: Turkish

Gender: Male

CONTACT

 7, Lalapaşa Street
25100 ERZURUM, Türkiye
(Home)

 frkzirza@hotmail.com

 (+90) 5447743676

01/12/2016 – 07/02/2017 ERZURUM, Türkiye

Supply and distribution department manager Turkish Airlines

- utilized distribution talent on a weekly bases as the city distributor in Miles & Smiles
- Managament of workers and accreditation members
- Membership activation

01/06/2019 – CURRENT Erzurum, Türkiye

English Teacher Ministry of National Education

Job Responsibilities

- Maintain classroom and school discipline in accordance with school policy standards and procedures
- Arrive promptly at lessons, tutor sessions and dismiss students at the correct times
- Check on students' attendance at lessons and follow up on absences as appropriate; to liaise with colleagues on matters of concern relating to individual students
- to write and follow conscientiously, departmental syllabuses and schemes of work for each teaching group based on the relevant year group curriculum
- Prepare lesson materials and to mark students' work consistent with Cambridge, departmental and school assessment policy
- Set and mark homework in accordance with departmental and school policy; to have the highest reasonable expectation of individual student performance
- Keep appropriate records of individual students' work and achievements, consistent with departmental and school policy to make a proper contribution to the writing of school reports
- Teach the pastoral curriculum and to follow conscientiously personal, social and health education syllabuses and schemes of work

27/01/2011 – 06/02/2011 Erzurum, Türkiye

Translator Ministry of Youth and Sports

- **Liaison Interpretation:** Acted as the primary liaison between international athletes, delegates, and local organizational teams, ensuring clear and effective communication.
- **Document Translation:** Translated official documents, event schedules, guidelines, and promotional materials from Turkish to English and vice versa, ensuring consistency and accuracy in conveying information.
- **Real-time Translation:** Provided real-time interpretation during press conferences, interviews, and meetings to facilitate smooth communication between speakers of different languages.
- **Cultural Mediation:** Assisted in bridging cultural gaps by providing context and background to parties involved, ensuring mutual respect and understanding.
- **Coordination with Event Management:** Worked closely with event managers and organizers to ensure all linguistic needs were met in a timely and efficient manner.
- **Quality Assurance:** Reviewed and proofread translated materials to ensure the highest level of accuracy and consistency.

- **Training & Onboarding:** Conducted language and cultural briefing sessions for volunteers and staff to enhance the overall communication efficacy during the event.
- **Emergency Response:** Offered rapid translation services during emergencies or unexpected situations to ensure safety and clarity for all parties involved.

11/02/2017 – 18/02/2017 Erzurum, Türkiye

Translator Supervisor Ministry of Youth and Sports

- **Team Leadership & Management:** Led a diverse team of translators, providing guidance, training, and mentorship to ensure the highest standards of linguistic accuracy and professionalism.
- **Strategic Planning:** Developed and implemented translation and interpretation strategies tailored to the unique needs of the Olympics, ensuring seamless communication across all events and functions.
- **Quality Control:** Instituted rigorous quality assurance processes, reviewing team translations for accuracy, consistency, and adherence to official guidelines.
- **Resource Allocation:** Assessed event schedules and linguistic needs to strategically allocate translation resources, ensuring comprehensive coverage for all events and contingencies.
- **Stakeholder Communication:** Acted as the primary point of contact for organizational leaders, international delegates, and event organizers regarding linguistic matters.
- **Crisis Management:** Oversaw rapid response translation efforts during emergencies or unexpected situations, coordinating the team to provide immediate linguistic support.
- **Feedback & Improvement:** Instituted a feedback loop with stakeholders and team members, continuously refining translation processes and addressing any challenges proactively.
- **Professional Development:** Organized training sessions, workshops, and seminars for translation staff to keep skills sharp and stay updated on industry best practices.

18/07/2017 – 30/07/2017 Erzurum, Türkiye

Supervisor of Translation and Accreditation Ministry of Youth and Sports

- **Accreditation Oversight:** Managed the end-to-end accreditation process, ensuring timely issuance of passes to athletes, officials, media, and staff.
- **Data Management:** Maintained a secure and organized database of all accreditation records, ensuring data integrity and confidentiality.
- **Security Collaboration:** Worked closely with security teams to ensure that accreditation protocols met safety and security standards.
- **Stakeholder Communication:** Served as the primary liaison for accreditation inquiries from participating delegations, addressing concerns and providing clarifications.
- **Process Improvement:** Regularly reviewed and refined the accreditation process, implementing best practices to enhance efficiency and user experience.
- **Team Leadership:** Led and trained the accreditation team, ensuring adherence to Olympics standards and protocols.

07/09/2018 – 09/06/2020 İstanbul, Türkiye

Translation project manager Dragoman

As a Translation Project Manager at Dragoman, I oversaw the entire lifecycle of translation projects, from initial client consultation to final delivery. I collaborated closely with clients to understand their specific requirements and ensured that the translation team had clear directives and resources. Balancing tight deadlines and maintaining the highest standards of linguistic accuracy were paramount. I also liaised between translators, proofreaders, and other stakeholders to ensure smooth workflow and timely project completion. Quality assurance was a key responsibility, and I implemented rigorous review processes to ensure that all translations met both the company's and the client's standards. Additionally, I managed project budgets, addressed any challenges or discrepancies proactively, and consistently sought feedback to refine processes and enhance client satisfaction.

05/07/2018 – 01/09/2021 Copenhagen, Denmark

Language Specialist Systran

- Assists in translating medical documents like slides, books, and lectures in a clinical setting on behalf of internal and external customers. They assist patients with understanding and filling out paperwork.
- Accurately and precisely interpret critical information and medical advice
- Give a helping hand with translating medical text from English on behalf of internal and external customers to other languages

- Addresses concerns raised during or after an encounter by encouraging provider to make an appropriate referral
- Assist with the making of appointments with the right resource, and booking of interpreters as needed

EDUCATION AND TRAINING

25/01/2012 – CURRENT Ankara, Türkiye

Certificate of International Baccalaureate Bilkent University

General
-Business Economics
-Politics and Economics

Level in EQF EQF level 6

01/06/2008 – 01/06/2010 United Kingdom

IGCSE University of Cambridge

I had completed some subjects including Turkish, Advanced Mathematics, Physics, Biology, Chemistry and lastly Advanced English.

Website <https://www.cambridgeinternational.org/programmes-and-qualifications/cambridge-upper-secondary/cambridge-igcse/> | **Field of study** Inter-disciplinary programmes and qualifications involving education , Teacher training with subject specialisation , Biology , Physics , Chemistry , Mathematics | **Final grade** A

25/09/2019 – CURRENT Erzurum, Türkiye

Master's Degree Faculty of Tourism and Hospitality Management

Address Ataturk University, 25100, Erzurum, Türkiye

01/09/2014 – 01/06/2018 Erzurum, Türkiye

English Language Teaching Bachelor's Degree Faculty of Educational Sciences

Address Ataturk University, 25100, Erzurum, Türkiye

Ankara, Türkiye

TOEFL IBT

Address Atılım University, Ankara, Turkey, Ankara, Türkiye

15/09/2023 – CURRENT ERZURUM, Türkiye

PhD Degree Faculty of Tourism and Hospitality Management

Website <https://www.atauni.edu.tr/>

LANGUAGE SKILLS

MOTHER TONGUE(S): Turkish

Other language(s):

English

Listening C2

Reading C2

Writing C2

Spoken production C2

Spoken interaction C2

German

Listening B2

Reading B2

Writing B2

Spoken production A2

Spoken interaction A2

Russian

Listening A2

Reading B2

Writing B2

Spoken production B2

Spoken interaction A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Memo Q | Microsoft Office | Microsoft Word | Skype | Zoom | Social Media | Facebook | Memsources | Python Language - Basic knowledge | Statistical analyses softwares (SPSS, R / R Studio, Amos, NVivo)

ADDITIONAL INFORMATION

Organisational skills

● Organisational skills

- **leadership (currently responsible for a team of 10 people)**
- **good organisational skills gained as secretary of the History Society, responsible for booking speakers and promoting events**
- **good team-leading skills gained as Protocol Officer**

Communication and interpersonal skills

- **Communication and interpersonal skills** -Confident verbal communication skills as demonstrated delivering presentations at university and subject-related conferences. Audiences ranged from small groups to numbers of up to 70 people.
-Achieved consistently good marks of 60% upwards for academic assignments and reports as evidence of my written communication skills
Become Protocol Officer for 5 times for interaction of VIPs and VIP Guests

Job-related skills

● Job-related skills

- good command of quality control processes (currently responsible for quality audit)
 - mentoring skills (as senior Protocol Officer, I was responsible for the training and induction of new Protocol volunteers)
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