

# MELISA ARSLAN

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<https://archaeoland.blogspot.com/>

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## WORK EXPERIENCE

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**Language & Sales Consultant** 2016-2018

Ayvalık, Balıkesir

Worked mainly in the real estate industry for marketing luxurious summer villas at the Aegean Coast of Turkey

**Freelance Translator** 2008-2016

Istanbul

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 & few marketing surveys),Education,General (certificates, transcripts, CV, official letters, marriage certificates, diplomas),Tourism/Travel (website translation, introductory texts), Jewelry catalogs, general medical and pharmaceutical texts, medical equipment,Healthcare insurance forms, Physicians Examination Report

I am interested in the following fields: Archaeology, History (ancient), Philosophy, Social Sciences, Museum Narrations, Ethnic and Cultural Issues

Egyptian Trade Consulate 01-10/2007

(İstanbul)

**Substitute Commercial Specialist**

- Upgraded the database of approximately 2000 Turkish exporters/importers by sector
- Informed Turkish companies about tenders published by Egyptian Government
- Prepared and rendered documents
- Translated trade sections of Turkish newspapers about mid-East & Egypt into English

Kazcons Stroy-Construction 2004-2006

(Almaty)

**Office Administration**

- Prepared business documents & business catalogs
- Scanned documentation and entered into the database.
- Established and maintained external communications
- Translated construction-related (mainly about refurbishment of old Soviet buildings) documents

Uğur Koleji-2003

(Istanbul)

**Senior In-House 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

Maltepe University-2001

(Istanbul)

**Research Assistant**

Accepted to Maltepe University-International Relations Department after a very competitive examination and took part in a collective resignation.

World Relief Corporation 2000-2001

(Istanbul)

**Project Assistant/Translator**

- Composed and drafted all outgoing correspondence and reports for the Program Director
- Drafted & edited official letters
- Prepared reports of my findings at WRC camps—pre-fabricated settlements built for the 1999 earthquake survivors in three regions: Derince (İzmit), Serdivan (Adapazarı) and Düzce.
- Communicated with dispatchers, warehouses, and camp managers regarding the delivery of prefabricated containers for the beneficiaries in three WRC camps
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Translated documents (legal) from English to Turkish and Turkish to English

- Traveled weekly to World Relief sites and interviewed beneficiaries, and rendered these interviews into written English.

TPAO-ARCO Joint Drilling/Oil Exploration Constortium 1999 (Istanbul)

**Secretary**

- Supported Chief Operating Officers with daily operational functions.
- Typed minutes of meetings, official letters, and technical reports
- Handled the liaison interpreting as a cultural mediator between two major parties: TPAO and ARCO.
- Assisted various business groups with document organization.
- Obtained documents, clearances, certificates and approvals from local agencies.
- Coordinated domestic and international travel arrangements, including booking airfare, hotel, and transportation.
- Managed office supplies, communication, organization, and upkeep.
- Answered and managed incoming and outgoing calls while recording accurate messages.

DynAir Services Inc. 1997 (New York)

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

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## EDUCATION

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### **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 as a foreign language.

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

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## SEMINARS

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Ar1 Movement-2001

(Istanbul)

International Conference on 'EUROPEAN SECURITY AND COOPERATION IN THE 21ST CENTURY' at Marmara Hotel.

\*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

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**RESEARCH EXPERIENCE (ACADEMIC INDEPENDENT RESEARCH  
TOWARDS GRADUATION)**

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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)