



Samet Tok / Translator-Editor-Linguist

Date of birth: 02/03/1985 | Nationality: Turkish | Gender: Male |

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Konya, Turkey

WORK EXPERIENCE

03/2011 – CURRENT – Ankara, Turkey

TRANSLATOR/EDITOR – Freelance

- ✓ Translating certified documents from Turkish to English and vice versa
- ✓ Translating academic papers from Turkish to English for publication
- ✓ Localizing website contents from English/French to Turkish
- ✓ Translating several documents and agreements of companies
- ✓ Editing/proofreading documents translated from English/French to Turkish as a native speaker of Turkish
- ✓ Editing/proofreading documents in terms of correct grammar use, spelling, phrasing, punctuation and sentence structure

- Academic
- Localization
- Marketing
- Travel/Tourism
- Transport
- Medical
- Transcription
- Financial
- MTPE
- LQA
- Revision
- Proofreading

07/2018 – 02/2021 – Mersin, Turkey

LANGUAGE SPECIALIST / PROJECT MANAGER – Kalite Tercüme

- ✓ Managing and following up process of the projects, allocating them to the translators and editors, contacting and corresponding with customers, doing final checks and delivering projects to end customers on time
- ✓ Revising papers valued as having poor language use and doing final checks
- ✓ Proofreading and editing any kind of work for final submission
- ✓ Translating academic papers written in Turkish to English for publication
- ✓ Training and giving feedback to novice translators

- Academic translator
- Marketing translator
- Editor/Proofreader
- Project manager
- Scientific translator
- Localization specialist
- MTPE
- LQA
- Revision
- Proofreading
- Trainer of translation for novice translators
- Researcher
- Quality Manager
- TM & Termbase management

09/2016 – 6/2018 – Nicosia, Cyprus

TRANSLATOR – Near East University

- ✓ Translating and proofreading article works on freelance basis
 - ✓ Hundreds of articles have been translated from Turkish to English for publication.
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06/2014 – 12/2015 – Ankara, Turkey

SWORN TRANSLATOR – Net Tercüme

- ✓ Various documents translated between Turkish-English and French-Turkish
 - ✓ Sworn documents on Turkish, English and French
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06/2011 – 03/2013 – Ankara, Turkey

ENGLISH TEACHER – Son Aşama Yabancı Dil Kursu

- ✓ Teaching students English for academic purposes
 - ✓ Preparing students for English proficiency exam in Turkey
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EDUCATION AND TRAINING

2022 – Eskişehir, Turkey

Certified Translation – Anadolu University Certification Programme

2019 – Magosa, Cyprus

Master's Degree on English Language Teaching – Eastern Mediterranean University 100% scholarship

2012 – Ankara, Turkey

Bachelor's Degree on French Language Teaching – Hacettepe University A public university of Turkey (among top 10 universities/No.1 in 2020/2021)

LANGUAGE SKILLS

Mother tongue(s): **TURKISH**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C2	C1	C1	C2
FRENCH	B2	C2	B1	B1	C2

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

DIGITAL & PERSONAL SKILLS

Translator/Proofreader | Reviser | Trados | MemoQ | Memsource (TMS) | WordFast | Microsoft Office | Internet user | Team-work oriented | Smartcat | Reliability | Research and analytical skills | Written and Verbal skills | Motivated | Creative | Responsible | Detail-oriented | Flexible | Engaged | Conflict resolution | QM | LQA | MPTE | Global Link

CERTIFICATES

Sworn Translator in Turkish, English and French

Certified Translator – Anadolu University

RECOMMENDATIONS

- Zeynep Ceren Günay – Translator/Editor – zcerengunay@gmail.com – (+90) 5079429407
- Dilay Kurt – Translator/Editor – dilay123kurt@gmail.com – (+90) 5542797417
- Behcet Öznacar – Assoc. Prof. Dr. in Near East University – Cyprus – oznacar.behcet@gmail.com – (+90) 5338696766
Translation works from the Near East University
- Pelin Uymaz – Alanya Alaaddin Keykubat Uni., Turkey – pelin.uymaz@alanya.edu.tr – (+90) 242 510 60 60 / (ext. 4033) Freelance translation works