



Provided written translation as assigned, and review translations performed by others

Translated scientific papers and technical works into English for a variety of clients.

Conducted detailed translation of documents, including marketing materials, finance documentation, contracts, letters, and general text.

Professional translation providing accuracy with deep understanding for both source and target languages.

Translated news from foreign media sources into English.

**PROFESSIONAL EXPERIENCE**

**2005-2023**

**FREELANCE RESEARCHER - FREELANCE TRANSLATOR**

**MERSIN, TURKEY**

Provided translation services (English to Turkish) and (Turkish to English) on a regular basis.

Provided review and verification of translation work as required, including materials created by third-party translation services.

Translated publications and documents from English into Turkish, and Turkish to English including on line material to meet deadlines and quality standards.

Completed backlog of written translations and entered information into digital database.

Edit and proofread individual print and online publications to ensure the quality and consistency of Turkish materials.

Provided high-quality online English to Turkish translations in topics ranging from business presentations to web-based promotional materials.

 **1997-2005**

**TALBOT MARKETING; *NEW YORK, USA***

**Marketing Import / Export Company**

**Marketing Assistant to Director of Marketing**

Provided general administrative and organizational support; such as filing, responding to emails, answering directed calls etc.

Analyzed performance and business dynamics including financial and competitive information

Created a comprehensive product review including recommendations to maintain growth and profitability

Assisted marketing manager with media planning, creative development, campaign analysis in all aspects of new business direct mail, TV, print promotion.

Assisted accountant with account payable and account reservable.

**ADELE UGUZ**

Professional Translator (English to Turkish) and (Turkish to English)

Fluent in English and Turkish

**LANGUAGES**

**CORE COMPETENCIES**

Microsoft Office Proficiency

Document Review

English-Turkish & Turkish-English

Excellent Vocabulary

Proofreading & Editing Skills

Transcribing

Organizational Skills

Verbal and Written communication

Cultural Expertise

Freelance Translator

Dedicated, multi-skilled, reliable & talented (English to Turkish) and (Turkish to English) translator with over 17+ years of experience working with various clients and in different professional environment. Exceptionally accurate translation skills, including simultaneous translation between all parties during teleconferences and in-person meetings. Diverse translation work including books and large-scale executive organization documents. Consistently relied upon for verification and correction of translated materials. Experience teaching other translators through one-on-one mentoring and professional development courses. Passionate about facilitating productive cross-cultural relationships and have created extensive informational material and coursework to help colleagues understand and develop cultural sensitivity.

**Mersin,Turkey**

**t4559@outlook.com**

**90 (507) 182 9690**

**ACHIEVEMENTS**

**PROFILE SUMMARY**



**PROFESSIONAL EXPERIENCE (CONTINUED)**

 **1994-1996**

**TOBACCO MERCHANTS ASSOCIATION; *NEW JERSEY, USA***

**Economic Research Assistant to Director of Economics Department**

Wrote research book on Turkish Tobacco Industry from 1990-1994.

Assisted with the establishment of protocols for research projects.

Produced a book in electronic and hard copy; Topics covered included cigarettes production consumption, cigarettes brand prices, market share, leaf statistics, export prices (4 types), leaf production policy (quotas), import/export trade dates by trading partners, trade policy and tariff rates, excise taxes, industry employment, compensation, public policy and company biographies.

Wrote Turkey Trade Barometer (monthly) indicating trade position of key players in the world market for tobacco leaf and tobacco products.

Assisted to director of economics department with economics projects.



**EDUCATION**

**TRANSFERABLE SKILLS**

**DOKUZ EYLUL UNIVERSITY; *IZMIR, TURKEY***

**Statistician Assistant**

Interviewed respondents to survey as well as industry representatives and government officials; compiled data, performed statistics analysis for the faculty members in the university.

Researched and managed low-income families, their life expectancy, finance education and other social issues.

Selected and tabulated data; and ensured to check data for conformance to established patterns, and resolved minor discrepancies.

Prepared tables including keying, verifying, and formatting data for presentation and publication.

 **1986-1988**

**Analytical & Decision Making** – Able to quickly analyze situations and weigh out the best possible options before making decisions to achieve profitable results.

**Process Improvement** – Experienced in process improvement and managing multiple operations simultaneously to boost productivity and bottom-line objectives.

**Interpersonal Effectiveness** – Getting the best results out of people by maintaining good relationships.

**Organization & Multitasking** – Experienced in prioritizing work and managing time accordingly for a more effective outcome.

**Innovation and ability to learn** – Ability to create new concepts and ideas which is important because business is dynamic, innovation along with the constant process of learning stirs up the curiosity to explore the unknown and invent that which is required.

**Mercer County College; NEW JERSEY, USA**

**English**

**Dokuz Eylul University; IZMIR, TURKEY**

**Economics**