**AYLIN DOGAN JAMROS**

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**EDUCATION**

**Banking School of TC. Ziraat Bankası, Ankara, Turkey 9/1993 - 9/1994**

Graduate Certificate Degree in Banking and Finance with a concentration in macro and international economics, Finance, Banking and Internal Markets.

**Ankara University, Ankara, Turkey 9/1987 - 9/1992**

Bachelor of Arts in American Culture and Literature

**PROFESSIONAL EXPERIENCE:**

**Freelance Translator 1992 –**

* Translation of books, agreements, letters, web pages, all types of articles, financial documents, legal documents (Patent cases, Public Tenders), technical manuals, descriptions etc.
* Consecutive interpreter - available to travel for longer periods
* Also affiliate of TIME TRANSLATION for Western Languages on freelance basis, [www.timetranslation.com](http://www.timetranslation.com)
* CAT Tool: SDL Trados Studio 2014

**U.S. Embassy, Ankara, Turkey 2/2005-7/2013**

**Recruitment Assistant**

* Recruitment and Employment of Locally Employed Staff
* Personnel management such as total compensation (benefits, bonuses, fringe benefits, etc.), discipline, separations, workers’ compensation for mishaps, awards program, etc.
* Drafting memoranda, notices, policies, letters, etc.

**Interbank A.S. Istanbul & Ankara, Turkey 7/1996 - 7/2001**

**Assistant Manager**

* As the Assistant Manager of Levent, Istanbul and Kizilay, Ankara branches I lead and managed a team of 6 to 10 employees and assured the quality of service that was provided

**T.C. Ziraat Bankası, Ankara & Istanbul, Turkey 9/1993 - 7/1996**

**Financial Expert**

* Performed as *Credit Analyst* at Headquarters in Ankara and as *Securities Dealer* at Istanbul Securities Branch where I was responsible for trading fixed income securities.
* Prepared assessment reports for the loan proposals received from Istanbul branches.
* Designed a computer based loan assessment/scoring program that reduced the processing time by 50%

**Turkish Ministry of Health, Ankara, EC Coordination Unit Directorate and Foreign Relations Directorate, Ankara, Turkey 11/1991 - 9/1993**

**Translator & Interpreter in English,**

* Attended ministerial and several international meetings as interpreter.
* Was solely responsible for translations of all EC regulations related to the Ministry.