**Curriculum Vitae**

**of**

**BURCU KOCAKAYA**

**CONTACT INFORMATION**

**Address:** Bornova - İzmir/TURKEY

**Cell Phone:** 90 (554) 402 56 64

**E-Mail:** burcukocakaya@yahoo.com

burcukocakaya89@gmail.com

**PERSONAL INFORMATION**

**Total experience:** 3 Years **Nationality:** Turkish

**Employment status:** Freelancer **Date of Birth:** 03.08.1989

**Educational Status:** University (Graduate)

**EDUCATION INFORMATION**

**University (Bachelor's Degree) Dokuz Eylül University**

09.2007- 06.2012 Faculty of Letters; Department of Translation-Interpretation (*English-German-Turkish)*

**University (Associate degree) Anadolu University**

09.2010- 06.2012 Foreign Trade - *Turkish*

**High School Ortaklar Anadolu Öğretmen Lisesi**

09.2003 - 06.2007 Foreign Language

**Languages**

**Turkish:** Native

**English:** Advanced

**German:** Advanced

**JOB EXPERIENCE**

**04.2013 – Present Freelance**

**09.2012 – 04.2013 Azim Tercüme (Translation Office)** İzmir - Turkey

Translator Full-Time

**06.2011 - 09.2011 İZMİR TRT Productions (Turkish Radio and Television Corporation)**

Intern

**AREAS OF EXPERTISE:**

General / Conversation / Greetings / Letters; Accounting; Technical; Law: Contracts, Certificates, Diplomas, Licenses, CVs; Tourism & Travel; Cinema; TV; Drama; Articles; Linguistic; Food & Dairy; Education / Pedagogy; Economics; Advertising / Public Relations; History; Human Resources; Marketing; Insurance; Textiles / Clothing / Fashion; Finance (general); Architecture; Art; Business/Commerce; Cosmetics; Beauty; Religion; Websites

**COMPETENCIES**

**Computer skills** MS Office, Omega T

**REFERENCES**

Creative Culture - UNITED KINGDOM

Language AID - UNITED KINGDOM

Language Connect - UNITED KINGDOM

Hieroglifs Translations – ROMANIA

Translate in Istanbul (Translation Office) - TURKEY

Zirve Tercüme (Translation Office) - TURKEY

Erdem Dil Hizmetleri (Translation Office) - TURKEY

Semi Dil Hizmetleri ve Danışmanlık (Translation Office) - TURKEY

Çeviring Linguistik Çözümler Ltd. (Translation Office) - TURKEY

Ayna Reklamcılık Ltd. Şti. (Advertising Company) - TURKEY

Akçan Gümrükleme (Customs Consultation Office) - TURKEY

Küçük Dünya Dilbilim Yayincılık Danışmanlık Ltd Şti (Publishing Company) - TURKEY