**DİLAY KURT**

**Translator, Editor, Proofreader, Linguist, Copywriter, Localizer, Reviewer**

Nationality: Turkish

Date of birth: 21/10/1986

Gender: Female

Tel. (+90) 05542797417

Address: **Akkent mah. 23152 sok. Şimşekler Residence, B/Blok, No: 35/10 Kat: 2, Yenişehir/Mersin, Turkey**

E-mail: dilay123kurt@gmail.com

Skype : live:.cid.8c35483ad1f7173a

LinkedIn: www.linkedin.com/in/dilaykurt

ProZ: https://www.proz.com/profile/3462865

www.locuslsp.com

**ENGLISH-TURKISH TURKISH-ENGLISH**

**ABOUT ME**

Almost 15 years of professional experience

An excellent command of native language

A stickler for detail Keeps up with industrial and professional trends and innovations

Selflessly motivated, dedicated, and diligent

A strong sense of responsibility

Open to exploring and learning

Productive

Solution-oriented

Skilled in crisis management (client-based, project-based, etc.)

**WORK HISTORY**

***Locus LSP (Pera Media and Language Services) [2022-continue]***

**Project and Brand Manager, Sworn Translator (English&German Language - Approved by Mersin Notaries 12, 14 and 17)**

Project Management of jobs in Turkish, English, German, French, Russian and Arabic languages. Translation of official documents such as passports, diplomas, certificates, driving licenses and many more (English or German), Content Writing, Preparing of Content of Organizational Catalogs, Website, etc.

***Independent [2021-2022]***

**Freelance Translator**

Translations provided for EDU Çeviri, Atlas Localization, LocPro, Alafranga Language Solutions, Berba and MotaWord

**Kalite Tercüme [ 04/2016 – 12/2021]**

**Quality Assurance Manager,** **Translator, Editor, Project Manager, Content Editor and Manager, Copywriter**

City: Mersin

Country: Turkey

**Translator**

Academic papers, scientific manuscripts, sworn translation, IT localization, and book translation Editor In-house proofreading jobs, and checks of several sample translations

**Project Manager**

Project management for domestic and foreign academic translation/editing projects, job tracking, project coordination, correspondences or phone calls with translators and editors, correspondences or phone calls with academics, preparing proforma invoices for Scientific Research Projects, preparing certificates of editing, and crisis management

**Content Editor and Manager**

Played an active role in the quality control process of the renewed content of Kalite Tercüme and Kalite Akademik Tercüme websites and took charge in the quality control process of the content of the company's printed catalogs

**Copywriter**

Prepared multiple email texts in Turkish and English to be sent in bulk emailing for digital marketing and including advertising, promotional or informative content; produced multiple slogan-like email subject lines in Turkish and English to attract potential customers; prepared blog posts; and produced SEO-friendly content for e-marketing

**Other Tasks**

Correspondences with foreign translators as part of Human Resources practices; preparation of translator and editor databases for English and other language pairs; preparation of various databases; preparation, revision, and standardization of email templates for the automation program prepared for Kalite Tercüme; and automation testing

***Kibele Medya [11/2012 – 03/2016]***

**Cofounder**

City: Istanbul

Country:

Turkey Manager of a company providing notarized or other types of translation, proofreading, and graphic design services

**Independent [2012 – 2016]**

**Freelance Translator**

Country: Turkey

Translation, proofreading, and localization practices and quality assurance tests for providers such as TransPerfect, SDL Turkey, Paksoy Law Firm, Dragoman Translation, and Alafranga Language Solutions

***Novitas Translation Services [12/2011 – 03/2012]***

**Translator**

City: Istanbul Country: Turkey

Translation in automotive and other fields BMW, Renault, Range Rover, Yamaha, Case New Holland, Huawei, Akbank, Siemens, Bimsa, Ericsson

***Independent [2010 – 2011]***

**Freelance Translator**

Country: Turkey

Translation services provided for ES Localization, Çeviri ve Bilgisayar Hizmetleri, Locasis, Urban Translation and Nuna Localization

**ES Localization [08/2008 – 02/2010]**

**Linguist**

City: Istanbul

**Translator, Proofreader, Linguist, Localizer**

Translation, proofreading, and localization practices in information technology, telecommunication, technical, and software fields (Over 1 million words in total) Dell, Apple (Apple Care), Canon (Inkjet), Google (AdWords, Mobile Maps), HP (Wireless Assistant, Compaq, Pavilion), Kodak, Lexmark, Nokia (Maps, Ovi Music, Ovi Maps), Olympus, Oracle (UA, ARU Archive, Help), Symantec-Norton, Siemens, Sony, Sony Ericsson, Toshiba, Microsoft (MDX, Skybox, Skymarket), Microsoft Office Online (Office 2014, Office 2010), Windows (Windows Live, Hotmail, Messenger, Mobile Live, Movie Maker Map, Windows Live Search), Acer, BlackBerry, Brunswick, Carestream, Cartrawler, Copenhagen Airport, Cisco, CSM, Danfoss, Draeger, DRX, Ejendals, Expedia, Farmavita, Fortis Bank Umbrella Lease Facility, Hyatt, IAS, Intel, iPhone, Johnson Controls, Jysk, Kilimanjaro, Levi’s, Lifestream, Magnus, McAfee, Mori Seiki, Mzinga, Nikon, Oversettelse, Schou, Seagate, Skyscanner, Sogeti, SupportSoft, Timken, Tri-Pen, VuePoint, Winamp, Wirecard, Zimmer Spine

***Ajans Press [03/2007 – 06/2007]***

**Translator**

City: Istanbul

Country: Turkey Part-time Translator Translation of news in fields including automotive, telecommunication, and media Ford, Vodafone, Turkcell, Avea, Current News

**DIGITAL SKILLS**

MS Word / MS Excell / MS Powerpoint / Outlook / Microsoft Office (Word Excel Powerpoint) / Zoom / Skype / Google Drive / CAT Tools / Trados / memoQ / Tag Editor / WordFast / Helium / Passolo / Idiom Workbench / Fortis / Trados GXT / SDLX / Logoport / Xliff Editor / Tstream Editor / Microsoft Localization Studio / Alchemy Catalyst / Adobe Acrobat

**HONOURS, AWARDS AND ACHIEVEMENTS**

Ranked among the top 100 examinees (96th rank) of the Foreign Language Exam conducted in Turkey in 2004

Graduation among the top three students (3rd rank) in the class

MotaWord - Holder of the Certificate of Achievement for 100 projects

**SPECIALTIES**

**TRANSLATION, EDITING, PROOFREADING**

**Academic**

Translation, editing, and revision services for manuscripts, books, scientific texts, CVs, official documents (diplomas, letters of application, etc.), letters to the editor, and other content to be published in peer-reviewed journals, especially in nursing, midwifery, and similar social sciences fields

**Localization**

Product, software, and website localization as well as proofreading services in information technology, telecommunication, and technical fields

**Marketing**

Translation, editing, and transcreation services for promotional and advertising texts, especially in tourism and hotel management, technology, and similar fields

**Other Fields**

Media, automotive, and general-purpose texts

**COPYWRITING**

Original content

Creative content

Blog posts

Advertising, promotional, and informative bulk email texts

Email subject lines and slogans

Web content

Digital marketing texts

**EDUCATIONAL BACKGROUND**

Holds a bachelor's degree

2004 – 2008 Yeditepe University, School of Foreign Languages, Department of Translation and Interpreting (Full Scholarship)