EVREN EREM

**FREELANCE TRANSLATOR & INTERPRETER**

**Personal Summary**

* A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language.
* A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds.
* Well mannered, articulate & fully aware of diversity & multicultural issues.
* Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.
* Well organized and excellent team player with a proven ability to work proactively in a complex and busy office environment.

**Work Experience**

*Numerous Translation Agencies & Solicitors in the UK*

FREELANCE TRANSLATOR / INTERPRETER 1990 - Present

Working freelance for numerous translation agencies like Absolute Translation Limited, The Language Connection, All About Languages providing translation and interpretation service to clients where needed. Involved converting documents and articles from English into Turkish and vice versa and ensuring that the finished converted articles relay the intended message as clearly as possible. Worked for law firms as an interpreter and worked in several Courts in the North West. Published several translations (articles, literary texts, one book on IT) in Turkey.

*Duties:*

* Researching legal & technical phraseology to ensure the correct translation is used.
* Liaising with clients to discuss any unclear points.
* Providing guidance & feedback & creating customer-specific style guides.
* Translation of documents/letters from English to Turkish & vice versa.
* Reviewing and proofreading mother-tongue text.
* Conducting face-to-face interpreting.
* Telephone interpreting.
* Working as a translator & interpreter for Law firms and translation agencies.
* Excellent English speaking and writing skills.
* Retrieving articles from newspapers, magazines & the internet & translating them

into English & vice versa.

*Property Investment Company &Solar Panel Installation Company - Manchester*

MANAGER October 2001 – November 2012

Organizing, planning, and maintaining essential central services such as purchase, sales, accountancy, administration, marketing, installation team.

*Duties:*

* In charge of 7 members of staff.
* Controlling the purchase and supply of all procured items & services.
* Supervising & controlling sales and post-sales services.
* Strategizing, planning and managing the client portfolio.
* Dealing with all correspondences related to legal issues, insurance, enquiries, import/export procedures, freight matters.
* Coordinating and supervising solar panel installation team and also property maintenance team.
* Raising sales / purchase invoices and entering all data at Sage; chasing outstanding accounts.
* Maintaining records of suppliers/customers contracts, agreements.
* Managing property investment in Turkey. Attending and organizing the Exhibitions. Arranging the contracts and dealing with post-sales services. Dealing with home owners’ problems.
* Arranging and dealing with holiday sales and arrangements in Turkey.
* Involved in the recruitment and interviewing of new staff.
* Keeping Managing Director informed of changes in my areas of responsibility on daily basis.
* Reviewing current organizational effectiveness and making recommendations for improvements.

RESEARCH ASSISTANT / LECTURER 1992 – 1996 and 2000 - 2001

Worked as research assistant and lecturer at Istanbul University in the Department of Classics.

**Key Skills and Competencies**

* Managing time, establish priorities and delegating effectively.
* In depth experience & understanding of administrative procedures and resolving administrative problems.
* Excellent organizational skills and the ability to attend top details and meet deadlines.
* Experience of setting targets and monitoring performance.
* Ability to plan, direct and review the work of others. Ten years of supervisory experience.
* Excellent verbal, written and interpersonal communication skills.
* Comprehensive knowledge of Microsoft Word, Outlook, Excel and also Sage 50 & 200.
* Ability to function independently in a multi-task environment, as well as part of a team.
* Providing the necessary coaching, support & guidance to assist new staff.
* Maintaining an electronic and hard copy filing system.

 **Academic Qualifications**

University of Manchester 1996 – 2002

PhD Linguistics

Istanbul University (Turkey) 1991 – 1993

MA Classics

Istanbul University (Turkey) 1986 – 1990

BA Classics

**References**

Available on request.

**Personal Details**

Evren Erem

4 Lowland Road, Woodsmoor, Stockport SK2 7EG

Tel: 0161 419 9008

Mobile: 07528306897

E-mail: evren\_erem@hotmail.com and evren.erem@ntlworld.com

Nationality: British / Turkish