

ATAKAN AYKIROĞLU

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PROFESSIONAL SUMMARY

Proficient in English Literature, linguistics, learning and translation through years of dedicated practice, I now aim to apply these competencies within diplomatic missions and businesses.

PROFESSIONAL EXPERIENCE

Deputy Test Centre Administrator / IDP Education Ltd, Ankara

(01/2024) - (03/2024)

- Streamlined the test day preparation process by automating the printing and storing of required test day documents and reduced the exam preparation time to hours from days.
- Prepared checklists manuals based on my own self-study from day one to standardize employee training.
- Ensured great customer service at every stage, from registration to post-exam support.
- Coordinated with external stakeholders to book facilities, provide headphones, and supply materials for test day, and liaised with internal stakeholders exam materials securely and timely for paper-based exams.
- Ensured the safe and confidential maintenance of physical and digital documents by reorganizing the archives and resolved serious issues such as losing candidate information that arise from bad practices.
- Conducted regular audits to ensure adherence to policies, protocols and monitored compliance within the team and at the other facilities.

IELTS Instructor / AcademicIST, Istanbul

(08/2023) - (Present)

- Monitored the latest pedagogical trends and assessment practices to design and deliver courses that directly address the requirements of a particular exam, and to create trial exams that closely mirror the targeted exam's format.
- Substituted for absent instructors, demonstrated versatility and adaptability by leveraging a broad knowledge base and skill set to adjust to instant changes in the program, ensuring high educational standards and smooth operation regardless of any difficult scenarios.
- Developed a writing course compiling a year's worth of student writing assignments, and a writing feedback program that uses AI to assess writing with a rubric it is trained on, which reduced the feedback time by fifty percent while increasing the quality of the feedback.
- Planned and arranged webinars, workshops and networking sessions to facilitate collaborative efforts with experts offering insights and training on various topics to promote business and professional development among employees.

- Rendered assistance to the programs coordinator by interpreting the webinars, compiling notes, and preparing detailed reports.

Freelance Translator/Interpreter

(07/2020) - (Present)

- Established and expanded a translation and interpreting business that led to a credible client base expansion within the first year.
- Translated technical and literary content for non-English proficient students, academics, and other clients from foreign trade, medical tourism, journalism, and diplomatic missions.
- Dealt with discrete and confidential tasks, assured clients a secure record of their material, fostered mutual trust and connections and expanded my professional network.
- Edited videos for localization campaigns, collaborating with marketing teams and incorporating customer feedback to enhance brand visibility.
- Directed digital communication channels for strategic marketing goals, engaging customers through social media, email campaigns, and community initiatives.
- Conducted business promotion activities to increase the presence and influence of foreign companies and interests in the local market, and advised foreign companies on market entry strategies and connected them with potential partners in the public and private sectors.

English Instructor / Sabahattin Zaim University, Istanbul

(09/2022) - (07/2023)

- Prepared and delivered English courses to university students both in English preparatory programs and departmental studies.
- Developed an English for Psychology coursebook that was later adopted as the standard practice by the department.
- Suggested and led the implementation of AI informed practices, trained teachers on using AI for assessment and evaluation, and designed prompt formulas to be modified for specific purposes to streamlined question generation and feedback while also encouraging self-study on crafting prompts.
- Designed booklets, guides and assisted with employee and student orientations.

English Instructor / Gelişim University, Istanbul

(09/2021) - (06/2022)

- Tested a practical teaching approach that led to a critical improvement in student motivation and academic performance within existing curriculum constraints.
- Suggested the integration of IELTS examination standards into the speaking test to develop a proper assessment model for visually impaired students.
- Created speaking-centric exams meticulously tailored for assessing dimensions unassessable through traditional means to ensure more equal examination standards for students with disabilities.

Translator/Interpreter / Talk Business Language Services, Ankara

(06/2020) - (08/2021)

- Transcribed and translated culturally sensitive information in over a hundred hours of audio and video recordings of speech on documentary projects, instructional videos, meeting recordings.
- Proofread and edited technical reports, presentations, manuals, coursebooks to correct grammatical errors and improving the readability of the text.

Remote Content Creator/Tutor / Educall Language Services, Istanbul

(06/2020) - (08/2021)

- Delivered customized one-on-one English classes for business professionals, ensuring tailored instruction to meet specific communication needs and objectives.
- Managed and optimized blog posts, landing pages, and product pages according to the latest SEO best practices and using Google Analytics to monitor and measure the performance of the website.

EDUCATION

English Language and Literature BA / Gazi University, Ankara

(2016 - 2021)

Literary theory and criticism, sociolinguistics, genre-based discourse.

LANGUAGES

English-Turkish (Bilingual), German (Basic), Arabic (Basic)

EXAMS

YÖKDİL: 100

ALES: 85

SOFTWARE

MS OFFICE, CAT (Trados), HTML, CSS