

AYLIN AKRAY

E: aakray@gmail.com

P: +90 506 2139063

A: Antalya, Turkey 07070

WWW: [Bold Profile](#)

| PROFESSIONAL SUMMARY

Freelance English-Turkish translator, editor, English teacher to high school students & adults. 10+ years of experience in multinational companies including cement, oil & energy, hotel/hospitality/tourism industries. Skilled auditor who worked in engineering, internal audit, finance & accounting areas in cross-functional teams. Participated assignments in Turkey & Europe.

| WORK HISTORY

Freelance - Translator

09/2020 - Current

- Private English lessons.
- Visited 13 countries in Latin America to learn Spanish
- Translated documents in Turkish - English
- Reviewed final works to spot and correct errors in punctuation, grammar and translation

Club Med - Finance Manager

Kemer • 02/2018 - 01/2019

- Ensured financial transactions are conducted as per procedures under the management of French executives

SOCAR Energy - Internal Audit Executive

Istanbul • 06/2016 - 02/2018

- Lead audits & accomplished internal audit tasks with auditors from Europe
- Edited audit reports of audit staff in English language

Enerjisa Energy - Internal Auditor

| SKILLS

- Report writing
- Legal Documentation Rewrites
- Technical Translation
- Grammatical Skills
- Translating Documents
- Document Translation
- Proofreading
- Editing
- Punctuation / Grammar
- Verbal and Written Communication

| EDUCATION

Anadolu University

Eskisehir • Expected in 06/2024

Open Education Faculty: Accounting And Tax Applications

Sabancı University

Istanbul • 01/2013

MBA: Executive MBA

MIT Sloan School of Management

Boston, USA • 04/2012

Certificate: Leadership, Innovation & Entrepreneurship
Boston-based program within the scope of Executive MBA degree

Middle East Technical University

Ankara • 01/2008

Bachelor of Science: Chemical Engineering

| CERTIFICATIONS

Istanbul • 10/2013 - 05/2016

- Conducted operation audits (treasury, accounting etc.) based on risk-based methodology
- Prepared audit reports in English

Akcansa Cement - Internal Auditor

Istanbul • 06/2011 - 10/2013

- Supported Heidelberg team in Europe (U.K. & Poland)
- Wrote internal audit reports in English to German Internal Audit Director

Akcansa Cement - Process Development Engineer

Samsun • 08/2008 - 06/2011

- Verified production quality as per standards
- Participated in tasks & trainings in Europe

Freelance - English Tutor

09/2003 - 01/2008

- Tutored students to develop deeper comprehension of English course materials and better understanding of assignments to improve academic success.
- Translated documents in English-Turkish

- TEFL (Teaching English as a Foreign Language), 2022
- EMBA Consortium for Global Business Innovation, The Coppead Graduate School of Business (Brazil), 2013



| ADDITIONAL INFORMATION

Born in 1984, Single, B class driving license

Personal interests: Theater, reading, new languages

| LANGUAGES

Turkish: Native language

English:	C2	Spanish:	B1
			
Proficient		Intermediate	