Berivan AVCİ TURKEY

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| **WORKING**  **LANGUAGES** | **English to Kurdish**  **Kurdish to English Turkish to English English to Turkish Kurdish to Turkish**  **Turkish to Kurdish** |
| **SKILLS**  **PROFILE** | * Experienced translator/ interpreter * Dramatically enhanced customer-satisfaction ratings by expediting all claims and ensuring a high degree of accuracy. * Received numerous accolades from senior management for consistently providing excellent service and tactfully resolving sensitive issues. * Excellent working knowledge using IBM systems and CAT tools; Lotus 1-2-3, Microsoft Excel, WordPerfect, Microsoft Word, Trados, Smartcat, Mazagy, Scola. * Created own glossary for oil terms used for well stimulation procedure. * Knowledge of and experience with corporate mailroom procedures * Good filing and organizational skills * Experience in handling confidential paperwork * Ability to take accurate phone messages and deliver messages promptly * Good customer-relations background |
| **EXPERIENCE** |  |
| **November 2017-…**  **September 2016-…**  **August 2018** | **Facebook**   * Read given material and research industry-specific terminology * Convert text and audio recordings from one language to one or more others * Ensure translated content conveys original meaning and tone * Prepare subtitles for videos and online presentations * Cross-reference specialized dictionaries and translation tools to check quality of translation * Proofread translated texts for grammar, spelling and punctuation accuracy * Follow up with internal team members and clients to ensure translation meets their needs * Edit content with an eye toward maintaining its original format (e.g. font and structure) * Network with field experts to stay current on new translation tools and practices   **Translators Without Borders**   * Transcripting audio clips from Kurdish to English * Transcripting audio clips from English to Kurdish * Transcribing, typing and reviewing translator and editor work * Responsible for proper terminology usage in translations   **Home Box Office (HBO), Freelance Translator**   * Transcripting audio clips from Kurdish to English * Transcripting audio clips from English to Kurdish |

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| **November**  **2017—**  **November 2018** | **Interpreter/Translator, Personal Assistant**  **National Iranian Oil Company** is a major Iranian vertically integrated oil company, established in September 2002 as a result of the merger of Iranian companies and with the majority of Iranian oil assets.   * Translating technical documentation. * Translating Letters and Hitch reports, minutes of meetings, email correspondence * Translating Eng/Turkish, Turkish/Eng:   + Specialised software application and manuals   + Capital workover operations reports   + Computer modelling of well diagrammes   + Well completions, waterflooding reports, instructions   + Bottomhole treatments,stimulation events   + Laboratory papers, tables and tests results prior to well treatment   + Geology description of well, geology reports * Updated reports and other technical documentation for NIOC specialists * Performed translation for NIOC Technology Vice-President’s Visit to Van, Turkey, 7th September, 2005. * Performed translation directly on wellsite during hydraulic fracturing of well incl. safety meetings, talks, operational meetings. * Participated in preparing English version of NIOC Business Unit presentation – 30 pages Brandbook * Scheduled all executive-level meetings and travel of NIOC specialists. |
| **July 2017**  **November 2015**  **July- September 2013**  **October 2011**  **– February 2012** | **Harvard Health Institute, Freelance Translator**   * Transcripting audio clips from Kurdish to English * Transcripting audio clips from English to Kurdish   **La Via Campesina, Consecutive Translator, İzmir**   * Translating from Kurdish/Turkish to English * Translating from English to Kurdish/Turkish   **MSF-Doctors Without Borders-French, Admin Assistant &Translator**   * Translating and interpreting * Admin assisting   **Translator, Interpreter, Procurement Specialist – Expeditor, Personal assistant, Document controller, Proofreading, Psycho-educator**  *Van Earthquake Area, Van, Turkey:*   * Psycho-social Support Project to the Villages Effected from Earthquake * Responsible for mail and correspondence delivery, documentation data base * Document filing. Participated in creation document filing system * Accurately filed and delivered mail to all company departments. * Suggested new mail code system, which reduced filing errors and increased timely delivery. * Computed amount of postage required for outgoing mail. * Translation from Turkish and Kurdish to English safety rules and technical instructions for using on site * Transcribing, typing and reviewing translator and editor work * Responsible for proper terminology usage in translations * As Personal assistant:   + Served as Administrative Assistant of Site Manager   + Provided administrative support for procurement |

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| **September 2011**  **June—July 2010** | * Translated, typed, registered QA/QC procedures. * Translating technical instructions, minutes of meetings, querries, Key events etc. * Developed and co-created a quality management system for the site with all related procedures and guidelines to meet the requirements of the corporate business controls and the associated standards. Ensured quality-related procedures and guidelines are in place, and applied within the Kurdish and Turkish context. * Ensured an effective system of quality incident reporting is in place at the site. Where needed, ensured that proper investigations are carried out to prevent recurrence. * Ensured proper monitoring of quality performance and disseminate such information, e.g. QA procedures, key events, instructions, minutes of meeting * As part of program, personally conduct audits and follow-up. * Translating procedures/documentation, reports, key events both in English/Kurdish, Turkish/Kurdish. * As Expeditor:   + Experienced in contracting and scheduling freight operations.   + Excel in operations arrangement, especially warehouse traffic and distribution   **Mesopotamia Social Forum,Consecutive Translator, Diyarbakır**   * Translating from Kurdish to English and Turkish * Consecutive interpretation from Kurdish to English and Turkish   **English-Kurdish translator**  *BBC World Television, Translator, Border of Van and Iran*   * Translating the interviews of BBC journalists with the peasants from English to Kurdish and vice versa * Voice-over from English to Kurdish |
|  | * Trained to work in PTS (Procurement Tracking System) * Contacting vendors and suppliers international (Germany, UK, Italy, France,USA). * Entered data for reports, production items, shipping, and inventory. * Promoted delivery in accordance with PO requirements; issued SCN Number, Release Note. * Filing of all correspondence and documentation * Communicated verbally and in writing with agents and Sellers to ensure prompt action is taken to make good shortages and damage. * Establishing reports, logs, and registers * Work closely with other departments to promote sales contests, clarify information, and distribute reports. * Prepared weekly reports for Procurement Department Manager * Coached and mentored new employees in customer-service processes and company policies. |
| **EDUCATION** | ***2002-2008*** *A fifth year English Teaching Department student at Ondokuz Mayıs University, SAMSUN*  Graduate fromFaculty of Education in Samsun , Turkey  ***1998-2002*** With 1 year of Preparatory Class leading to a place in one of Van’s highly selective schools KAZIM KARABEKİR HIGH SCHOOL, Van  *\*On the 3 year, foreign language department course is chosen* |

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| **AREAS OF**  **EXPERTISE** | * Technical/Industry * Logistic * Life Sciences |
|  | * Construction |
|  | * Oil and Gas |
|  | * Legal |
|  | * Accountance |
|  | * IT: hardware & software |
|  | * Pharmacy |
|  | * Business, Financial texts |
|  | * Questionnaires |
|  | * General texts |
| **SOFTWARE**  **& HARDWARE** | * Powerpoint * Pagemaker/InDesign * Framemaker * Access * Adobe PDF * Babylon * Homere * Saga |
|  | ***Hardware***: Windows XP, 512 MB RAM, DVD-RW/CD-RW, LCD monitors, Laser printer, Scanner, Internet |
| **CAT TOOLS** | * TRADOS * CROWDIN * KATO * SCOLA * MULTITRANS * SMILIS |