Berivan AVCİ TURKEY

Tel : +31685058944

E Mail:beriwanavci@gmail.com beriwanavci@gmail.com Skype:beriwanavci

|  |  |
| --- | --- |
| **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
 |

|  |  |
| --- | --- |
| **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
 |

|  |  |
| --- | --- |
| **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* |

|  |  |
| --- | --- |
| **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
 |