



# Damla Koparan

**Nationality:** Turkish **Date of birth:** 07/11/2000 **Phone number:** (+90) 5307932035

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**Home:** Ankara (Turkey)

## WORK EXPERIENCE

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### Intern

**Ada Tercüme** [ 01/08/2021 – 23/09/2021 ]

City: İzmir

Country: Turkey

I completed my 1-month compulsory internship at Izmir Ada Translation Office full-time for 2 weeks in Torbalı and 2 weeks in Çiğli branches. After my compulsory internship ended, I continued to work at the office in Çiğli for a voluntary internship for about 1 month. During this period, I translated and gained experience in many documents such as technical translations, advertisement translations, medical translations, legal translations, patent and academic translations.

### Translator

**CNS GLOBAL TERCÜME** [ 20/07/2022 – 20/12/2022 ]

City: Ankara

Country: Turkey

I worked full-time at the office where I did technical, medical, legal, academic, scientific translations and advertising translations. While working in this job, I improved my English language skills and terminology in every field. I translated civil registration certificates, title deed certificates, military service certificates, vehicle certificates, contracts, tenders, passport documents, etc. daily. Furthermore, I translated the tenders, legal files and technical files of well-known companies such as Otokar, Ford, Aselsan and Meteksan, all of which require a lot of meticulous attention. I had the opportunity to make audio-visual video and subtitle translations for Meteksan. I also translated the catalogs of many furniture brands and perfumeries (e.g. MAD) using creative slogans.

### Translator and Copyeditor

**Tureng** [ 09/11/2022 – 10/03/2023 ]

Country: Turkey

I was a copyeditor and a proofreader at Tureng, Turkey's most widely used online dictionary service. We particularly worked on MTPE (Machine Translation Post Editing).

### Translator and Localization Specialist

**Translated** [ 10/03/2023 – Current ]

### Translator

**Mirora Tercüme** [ 10/03/2023 – Current ]

### Translator and Proofreader

**eTranslation Services** [ 16/03/2023 – Current ]

**Translator and Localization Specialist**  
*GlobalStep* [ 12/03/2023 – Current ]

## **EDUCATION AND TRAINING**

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**Bachelor's Degree in Translation and Interpreting**

*Hacettepe University - English Translation and Interpreting* [ 08/2018 – 06/2022 ]

Address: Ankara (Turkey)

Website: <https://www.hacettepe.edu.tr/english>

## **LANGUAGE SKILLS**

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Mother tongue(s): **Turkish**

**Other language(s):**

**English**

**French**

**LISTENING C2 READING C2 WRITING C2**

**LISTENING A2 READING A2 WRITING A2**

**SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1 SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1**

## **DIGITAL SKILLS**

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Microsoft Word / Microsoft Powerpoint / Microsoft Excel / MemSource / WordFast Anywhere / SMARTCAT  
/ Subtitle Workshop / SDL Trados