**Fadime ERTAN**

Translator

Kayseri,TURKEY

Phone: Gmail: [fadimeertann1@gmail.com](mailto:fadimeertann1@gmail.com)

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| PERSONAL INFORMATION |

**Sex :** Female

**Date of Birth :** 09/08/1999

**Marital Status :** Single

**Nationality :** Turkish

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| OBJECTIVE |

I have translation experience in many fields such as Tourism, Marketing, Law, Medical, Technical-Engineering,Psychology,and General academic.I translated books and articles in different area. I have also worked as a translator in different platforms, especially the Global Translator Community.

My important skills teamwork,Problem-solving,Sales,Public Speaking and Practical Intelligence.

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| EDUCATION |

**University Erciyes University – Kayseri**

Tourism Guidance – 2018 – Studying

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| WORK EXPERIENCE |

**2020 – Working Coursera’s Global Translator Community/Translator**

**2020 – Working** **Proz.com/Translator**

**2020 – Working Tercümanbul.com/Translator**

I translated English-Turkish translations of many courses such as law,engineering,technical and medicine,especially tourism and marketing.

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| ADDITIONAL EDUCATION & CERTIFICATES |

**01/2021 German Education(A1-A2) / Istanbul Management Institute**

**01/2021 Public Relations And Communication/ Istanbul Management Institute**

**01/2021 Human Capital Management Training/ Istanbul Management Institute**

**01/2021 Marketing Communication Training/ Istanbul Management Institute**

**01/2021 Human Resources Management/ Istanbul Management Institute**

**03/2021 Effective Executive Assistance/ Istanbul Management Institute**

**03/2021 English Education (C1-C2)** **/ Istanbul Management Institute**

**03/2021 Customer Relationship Management - CRM/ Istanbul Management Institute**

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| COMPUTER SKILLS |

Word, Excel, Powerpoint, Outlook: Excellent

Smartling:Excellent

Fidelio: Excellent

Adobe Photoshop: Good

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| LANGUAGE SKILLS |

**English** Reading: Advanced, Writing: Advanced, Speaking: Advanced

**Russian** Reading: Intermediate, Writing: Intermediate, Speaking: Intermediate

**German** Reading: Beginner, Writing: Beginner, Speaking: Beginner

**Dutch** Reading: Beginner, Writing: Beginner, Speaking: Beginner

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| SOCIAL ACTIVITIES |

Photography,reading,drawing

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| REFERENCES |

Available upon request