**Fadime ERTAN**

 Translator

 Kayseri,TURKEY

 Phone: Gmail: fadimeertann1@gmail.com

|  |
| --- |
| PERSONAL INFORMATION |

**Sex :** Female

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

**Marital Status :** Single

**Nationality :** Turkish

|  |
| --- |
| 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.

|  |
| --- |
| EDUCATION |

**University Erciyes University – Kayseri**

Tourism Guidance – 2018 – Studying

|  |
| --- |
| 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.

|  |
| --- |
| 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**

|  |
| --- |
| COMPUTER SKILLS |

Word, Excel, Powerpoint, Outlook: Excellent

Smartling:Excellent

Fidelio: Excellent

Adobe Photoshop: Good

|  |
| --- |
| 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

|  |
| --- |
| SOCIAL ACTIVITIES |

Photography,reading,drawing

|  |
| --- |
| REFERENCES |

Available upon request