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**Gülce Arman**

# Personal Information

**Nationality:** Turkish

**Occupation:** Instructor of English/ Translator

**Gender:** Female

**Date of Birth:** 19 / 6 / 1979, Ankara

**Marital Status:** Single

# Professional Experience

**2016- Present Atılım University,**

**School of Foreign Languages, Department of Modern Languages, Ankara, Turkey**

**Position: Instructor / Group Head (ENG321-ENG322)**

**2012-2015 TED University,**

**English Language School, Ankara, Turkey**

**Position: Assistant Director (Academic Affairs) and Freshman English Instructor**

* + Working with the curriculum and testing committees
  + Acting as a member of the jury committee for hiring teachers
  + Taking part in the preparation of;

* + - English Placement Exams (TEDU EPL)
    - English Proficiency Exams (TEDU EPL)
    - Instructor Recruitment Exams
    - Classroom, teacher and exam schedules
    - Academic Calendars
    - Student and Instructor Handbooks
    - Exam Procedures/Booklets
  + Holding standardization sessions for proficiency exams
  + Proofreading Level Achievement Tests and Quizzes
  + Revising course book selection criteria/taking part in course book selection meetings
  + Preparing Evaluation Questionnaires for both students and the staff
  + Preparing the job descriptions of the Proficiency Committee
  + Working as a Proficiency Committee Coordinator **(2014)**
  + Designing the TEDU EPE (Proficiency Exam) Booklet with the

Proficiency Committee **(2014)**

**2000 --2012 Başkent University,**

**English Language School, Ankara, Turkey**

**Position : Instructor, Tester, Curriculum Designer**

* Instructor of English Teaching Preparatory Classes (2000-2003)
* Instructor of English Teaching Departmental Courses (2003-2010)
* Curriculum Development Unit - Development of course materials

for the Department of Education (2003-2006)

* Testing Unit as a tester - Preparation of tests for freshman classes

of the Department of Education (2003-2005)

* Testing Unit as a tester – Preparation of tests for sophomore

classes of the Department of Education (2005-2007)

* Testing Unit as a tester - Preparation of tests for all sophomore

classes of all the Departments (2007-2012)

# Education

**2020-2023** M.A in Translation Studies, Atilim University **2017-2018** DELTA Module 2, Atılım University

**1996-2000** D.T.C.F Ankara University, Ankara, Turkey

BA in English Language and Literature

**1985–1996** TED Ankara College, Ankara, Turkey

Primary and Secondary School Diplomas

**Other Professional Activities**

1. Article Presentation

Baskent University, Ankara

**Presenter**

1. Annual Workshop Festival

Başkent University, Ankara  **Presenter**

**2005**  *İki Şehrin Hikayesi*, (Tale of Two Cities) Akçag Yayınları

**Translator**

1. *Hızlı Güzellik*, Rona Berg, Arkadaş Yayınevi

**Translator**

1. *Her Yönüyle Pilates*, Arkadaş Yayınevi

**Translator**

**2011-2020** *Dark Divine***-***Bree Despain***,** Pegasus Yayınevi

*Forest of Hands and Teeth-Carrie Ryan(Book 1),*

*Dead Tossed Waves-Carrie Ryan(Book 2),*

*Dark and Hollow Places-Carrie Ryan(Book 3),*

*Divine by Mistake*- PC Cast(Book 1),

*Forsaken*-Lisa Stasse

*Uprising*-Lisa Stasse

*Defiant*-Lisa Stasse, Pegasus Yayınevi

*Blind-Rachel DeWoskin*, Pegasus Yayınevi

After-Anna Todd (Books 3,4,5), Pegasus Yayınevi

Gideon-Jacquelyn Frank, Pegasus Yayınevi

The Game, Brenda Joyce, Pegasus Yayınevi

The Infinite Moment of Us-Lauren Myracle, Pegasus Yayınevi

Pip Bartlet (Books 1-2)- [Jackson Pearce,](https://www.audible.com/author/Jackson-Pearce/B002BM3CDC?ref=a_pd_Pip-Ba_c1_author_1&pf_rd_p=8a2752a8-601f-4465-b227-7e95d7917c27&pf_rd_r=VFYAF65MZ7VP6835Q278) [Maggie Stiefvater](https://www.audible.com/author/Maggie-Stiefvater/B001JSBZZ6?ref=a_pd_Pip-Ba_c1_author_2&pf_rd_p=8a2752a8-601f-4465-b227-7e95d7917c27&pf_rd_r=VFYAF65MZ7VP6835Q278)

The Dark Duet (Books 1-2-3)- CJ Roberts

Sixteen Things I thought were True-Janet Gurtler

Afterworlds-Scot Westerfeld

Rust and Stardust-T. Greenwood, Ephesus Yayınları (not yet published)

The Night Olivia Fell-Christina McDonald, Ephesus Yayınları (not yet published)

East –Edith Pattou, Ephesus Yayınları (not yet published)

Liar-K.L Slater, Ephesus Yayınları (not yet published)

What Lies Between Us-John Marrs, Ephesus Yayınları (not yet published)

**Translator**

**Interests and Activities**

**Academic Interests:** Language Awareness, Academic Reading and Writing Skills, Designing and Preparing Tests, Translation Studies, Translation of young adult books, dubbing and subtitling  **Personal Interests:** Reading books, singing