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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