

Özlem Nihan YEĞENGİL

Guzelyali Mah. 89.Sok Demiray Apt No 36 Daire 20, Konak, IZMIR
0532 577 2252
nihanyegengil@gmail.com

PROFILE

- Over 20 years of outstanding expertise in translation, editing, and localization, coupled with a proven track record of successfully managing and coordinating diverse projects, team members, and stakeholders
- Proficient in English with strong attention to detail and ability to produce high-quality work in a fast-paced environment
- Effective communication skills and ability to work cross-culturally
- High linguistic skills including a deep understanding of language nuances and an unwavering commitment to producing accurate and culturally appropriate translations

EDUCATION

Istanbul University Sociology	2020 - present
Bogazici University English Language and Literature	1993 - 1997
Ortadogu College	1986 – 1993

EXPERIENCE

Notary Certified Freelance Translator & Editor 2000-present

- Translating English novels and academic, historical books into Turkish including notable works such as The Search For The Diceman, EST, Whim, Virus Of The Mind, Murder Suicide, 27 Bones, Déjà Vu, Bulfinch's Mythology, Convergence Culture and Science Unshackled.
- Providing translation, localization and editing services for a diverse range of materials, including websites, mobile apps, legal documents, brochures, technical documents, etc. across various business fields.
- Content writing including engaging and informative blog posts, industry-related articles, website contents and product descriptions on a wide range of topics.

Goodhabitz BV. 2022-2023

Localization Specialist

- Translation and localization of training course materials This involved adapting the content to effectively communicate with the target audience while maintaining accuracy and clarity.
- Editing course contents that were translated by others, ensuring consistency, coherence, and adherence to style guidelines. This included reviewing and revising the translated content to enhance its quality and readability.
- Translation of the course platform itself, ensuring that the user interface and navigation elements were accurately translated and localized for the target language.

United Nations 2021-2022

Editor-In-Chief

- EN-TR, TR-EN translation and editing of news, campaign contents, social media contents and policies, guides, objectives, trainings etc. which are shared with the government, CSO's and UN teams.
- Reviewing all documents in Turkish and English prior to their publication.
- Producing interview articles and news in both Turkish and English.

Lionbridge Technologies (Telus)

2011-2022

Internet Assessor

- Evaluating the web search results for relevance and appropriateness to the given search query input.
- Assessing the voice and responses of virtual assistant and machine translations.
- Providing feedback and opinions about the displayed search results.

Saide Tekstil San ve Tic A.S.

2016 - 2020

Senior Merchandiser

- Monitoring and coordinating production of Primark orders, ensuring timely deliveries and adherence to quality standards.
- Providing guidance and support to suppliers in achieving organic certification.
- Managing relationships with clients and suppliers including price negotiations.
- Submitting critical paths, conducting process analysis and risk evaluations.
- Ensuring compliance with quality requirements, deadlines and client specifications.
- Coordinating cross-functional collaboration between departments including planning, purchasing, accessories, merchandising, and QA teams to drive seamless workflow and effective communication.

Henx Bilişim Ve Tic. Hizmetleri A.S.

2012 – 2016

Local Projects Coordinator

- Coordinating English-Turkish translation and content writing projects.
- Establishing and maintaining relationships with freelance translators and content writers, procuring their services to meet project demands.
- Assigning translation and proofreading projects to suitable translators based on their expertise and capabilities.
- Monitoring project progress to ensure adherence to specifications and deadlines, guaranteeing timely delivery of high-quality translations and content.

Insan Kaynakları Eğitim A.S.

2006 - 2011

International Projects Specialist

- Leading the accreditation process of Portworker Development Programme (PDP) by the International Labour Organization (ILO) for the rights of translating and implementing the programme.
- Management of translation project of 30-module training programme encompassing books, instructor's texts, glossary, worksheets and tests.
- Coordination of terminology studies with Ministry of Labour and Social Security.
- Management of development process of training materials including the translation of books and videos.
- Preparation of proposals and contracts for consultancy, personnel supply, HR and training projects for both local and international clients.
- Organization of workshops in collaboration with international partners such as ILO, OSCE, WCO, IAEA.
- Organization and participation in the international exhibitions.
- Execution of company presentation and promotion including activities and promotional tools such as website, brochures, etc.
- Organization of chief instructor and instructor training courses in coordination with ILO.
- Analyzing the feedback from trainees and clients to drive continuous improvement at the end of the training courses.

Li&Fung Trading Group.

2000 - 2006

Senior Merchandiser

- Price negotiation between the local suppliers and international clients.
- Managing the receipt of product information, quotes and offer sheets from clients and accurately translating and communicating necessary details to local suppliers.
- Selecting the suppliers for placing the orders and establishing contracts with them, considering factors such as quality, reliability, and cost-effectiveness.
- Communicating order requirements to suppliers, QA and documentation departments.
- Evaluation of factories with QA team to ensure compliance with the clients' standards and requirements.
- Monitoring every stage of collection and production from placement to shipment including sampling, testing, planning of production stages, and QA reports.
- Ensuring that products met client's requirements and providing regular feedback on order status.
- Coordinating the inspectors and providing training to assistants and junior merchandisers.
- Following up payments, claims and shipping documents

Contributed to a significant sales increase of 100% by building trust with the client, received profit sharing as a result of the value added to the company and built partnership with a new client.

Seoul Trading Ltd.

1997 - 2000

Account Executive

- Handling client accounts, effectively providing information about products.
- Price negotiation between local clients and Far Eastern suppliers.
- Following up the orders and ensuring that deliveries and shipments are properly processed.
- Following up payments, import procedures and bank documents of the clients.
- Solving the claim issues.

Commenced employment as a sales assistant and rapidly advanced to the role of Account Executive within 6 months, showcasing dedication and exceptional performance.

PARTICIPATIONS

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| • European Commission Project Development Course by Bogaziçi University | 2007 |
| • Port & Supply Chain Security in Turkey by ILO & OSCE | 2006 |
| • Trainer Training Course by ILO | 2006 |
| • Project Management Course by Istanbul Kurumsal Gelisim | 2006 |