

# Oguzhan Uygun

+353 83 204 0978

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137 Mellowes Road, Finglas, Dublin 11, D11 A3X7

## Profile

Conscientious Teaching Professional, Focused Translator with highly developed understanding of English and Turkish language and culture. Ability to work independently with minimal supervision and as a member of a team.

## Work Experience

### ENGLISH LANGUAGE TEACHER

**SEDA COLLEGE, DUBLIN, IRELAND NOV 2022-PRESENT**

Maintained a positive and inclusive learning environment in General English lessons for different levels ranging from Elementary to Advanced. Monitored and tracked students' progress and provided regular feedback on their performance. Used variety of teaching techniques and resources including technology to enhance learning.

### ENGLISH LANGUAGE TEACHER (PART-TIME)

**INTERNATIONAL HOUSE DUBLIN, DUBLIN, IRELAND JUL 2022-OCT 2022**

Taught General English for all levels ranging from Beginner A1 to Pre-Advanced B2.2. Used a variety of instructional techniques including audio-visual aids. Focused on enhancing students' grammar and academic writing skills. Created lesson plans based on each individual student's proficiency.

### ENGLISH LANGUAGE INSTRUCTOR

**TOBB UNIVERSITY OF ECONOMICS AND TECHNOLOGY, ANKARA, TURKEY OCT 2020-MAR 2022**

Employed a differentiated approach to provide a student-centered learning environment that encourages resourcefulness and critical thinking while promoting tolerance, respect and emotional security for a diverse student group. Developed innovative instructional strategies, materials and methodologies to address varied student needs. Conducted content review based on student evaluations and provided recommendations for training material revisions.

### ENGLISH LANGUAGE INSTRUCTOR // CURRICULUM AND MATERIAL DEVELOPMENT TEAM LEAD

**TED UNIVERSITY ENGLISH LANGUAGE SCHOOL, ANKARA, TURKEY OCT 2019-JUN 2020**

Planned and presented well-developed and engaging lessons for in-class instruction and distance learning portal. Provided timely, detailed feedback and encouragement to students on coursework and progress. Created lesson plans, presentations, visual aids and other training materials specifically tailored to the individual requirements of each student. Evaluated the learning progress of students on a regular basis. **Kept a detailed and comprehensive record of students' attendance, grades and records of work. Responsible for supervising the day-to-day progress of curriculum and material development team, distributing the workload evenly amongst instructors making sure motivation and performance levels are maintained. Conducted content review based on student evaluations and provided recommendations for training material revisions.** Developed specialized and level appropriate language teaching content and held weekly level meetings with other instructors.

### TURKISH LINGUIST / LANGUAGE QA ANALYST

**DELUXE MEDIA INC. F/K/A DELUXE DIGITAL STUDIOS, INC., BURBANK, CALIFORNIA, USA APR 2016-PRESENT**

Used cloud-based translation software, to translate and proofread subtitles of major companies such as Netflix, Amazon, Disney, Universal, Paramount, Apple, etc. **Prepared and finalized error reports for clients and updated the re-delivered tasks accordingly to meet the client's needs. Reviewed final works to spot and correct errors in punctuation, grammar and translation and worked on quality assurance and consistency tasks.** Maintained message content, tone and emotion as closely as possible. Successfully met deadlines and managed high volumes of work. Attended training programs to improve professional knowledge on localization, **quality assurance**, post-editing. Performed Quality Assurance on subtitled media to make sure they are translated per client guideline and follows Turkish Language rules and requirements.

### TURKISH LINGUIST / LANGUAGE QA ANALYST

**TOMEDES TRANSLATION AND LOCALIZATION, BEAVERTON, OREGON, USA NOV 2015-PRESENT**

Translated legal, medical, literary documents as well as Google Play applications from English to Turkish and Turkish to English. Reviewed final works to spot and correct errors in punctuation, grammar and translation. **Provided localization services for software and mobile application developers, following up after submission of work to confirm satisfaction and understanding. Used translation memory software, including MemoQ, Memsource and SDL Trados to verify consistency of translation within documents and improve efficiency. Helped the MT development team to assess the linguistic capabilities of the translation engine they were working on by providing detailed feedbacks. Performed revisions per request by filling in an RCA document to guide the linguists on a given project to show how progress can be made.**

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## RESEARCH ASSISTANT

ISTANBUL AREL UNIVERSITY, THE DEPARTMENT OF TRANSLATION AND INTERPRETING, ISTANBUL, TURKEY SEP 2017-MAY 2019

Supported department members with administrative, research and academic assistance. **Compiled data for progress reports.** Liaised between faculty and students to answer questions and optimize faculty time. Directed students in performing and completing assigned tasks. **Helped team meet regulatory requirements by coordinating documentation and filings.** **Completed administrative and research duties per department request as well as collected and analyzed data for the faculty supervisor.**

## ENGLISH LANGUAGE INSTRUCTOR

HACETTEPE UNIVERSITY, SCHOOL OF FOREIGN LANGUAGES, ANKARA, TURKEY OCT 2015-JUN 2017

Observed other instructors and lecturers, gathering valuable techniques to be implemented into future lectures and courses. Applied various teaching aids to minimize learning gaps and effectively instruct and motivate students. Administered assessments and standardized tests to evaluate student progress. Prepared and implemented lesson plans covering required course topics.

## CUSTOMER SERVICE REPRESENTATIVE (PART-TIME)

CAGACAN CERTIFIED PUBLIC ACCOUNTING INC., ANTALYA, TURKEY MAY 2015-OCT 2015

Provided excellent customer service and support to customers with a positive and friendly demeanor. Ensured customer satisfaction by providing quality service and by being able to identify customer needs. Assisted with client's inquiries, requests and forwarded their concerns to the appropriate department. Documented details of customer interactions such as inquiries, complaints, or actions taken in an organized manner.

## Education

MASTER OF BUSINESS ADMINISTRATION (MBA) IN PROJECT MANAGEMENT

(FEB 2022 - FEB 2023)

Dublin Business School, Dublin, Ireland

MASTER OF ARTS IN TRANSLATION AND INTERPRETING IN ENGLISH

(JUN 2015 - MAY 2019)

Hacettepe University, Ankara, Turkey

MINOR DEGREE (SECONDARY PROGRAM) IN TRANSLATION AND INTERPRETING

(SEPT 2010 - JUNE 2015)

Hacettepe University, Ankara, Turkey

BACHELOR OF ARTS IN AMERICAN CULTURE AND LITERATURE

(SEPT 2010 - JUNE 2015)

Hacettepe University, Ankara, Turkey

## Certifications

TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES TRINITY COLLEGE LONDON

(MAR 2023)

INTRODUCTION TO FRONT-END DEVELOPMENT META

(OCT 2022)

FOUNDATIONS: DATA, DATA, EVERYWHERE GOOGLE

(MAR 2021)

THE FUNDAMENTALS OF DIGITAL MARKETING GOOGLE

(APR 2021)

CUSTOMER ENGAGEMENT SPECIALIST PROFESSIONAL CERTIFICATE IBM

(MAR 2021)