

OYTUN KHATTAB SHAHLEH

Translator (From English To Turkish)

English to Turkish Translator with over six years of successful experience in translating academic articles, reports and books. Recognized consistently for performance excellence and contributions to success in translation industry. Strengths in translation backed by Master's Degree study in Social Sciences Field. Motivated to learn, grow and excel in Translation industry.



Contact

Address

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Skills

Microsoft Office ●●●●●

Illustrator, Photoshop, Indesign, Visual Basic ●●●●○



Languages

English ●●●●●

Spanish ●●●○○

Turkish ●●●●●



Work History

2014-03 -
Current

English to Turkish Translator

Freelance, Istanbul

- Maintained message content, tone and emotion as closely as possible.
- Listened to non-Turkish video dialogue and developed translation into target language to prepare subtitle scripts.
- Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts and translate appropriately.
- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.
- Recent works: "The effects of perception of gender on attitudes of university students toward homosexual individuals: A study in Istanbul" (Article), "Nelson Mandela: Aphorisms" (Book in Press-Aylak Adam Publishing Company), "Friedrich Nietzsche: Aphorisms" (Book in Press-Aylak Adam Publishing Company)

2020-01 -
Current

Private English Tutor

Çekirdek Inclusive Development Center (Children) and one-to-one lessons (Adults), Istanbul

- Supported teacher instruction by discussing concepts and creating custom practice questions.
- Worked with students in classrooms, small study

areas or home environments to provide educational support.

- Created special handouts, study guides and assessments to evaluate and boost student knowledge.
- Collaborated with students to complete homework assignments, identify lagging skills and correct weaknesses.
- Educated students on study tips and exam strategies.
- Improved students' skills in diverse subjects by applying interactive techniques.
- Taught students study techniques and strategies for succeeding on grammar and composition tests.
- Taught and assisted students in IELTS exam preparation, creating tailored lesson plans and study guides on subject matter.
- Utilized positive reinforcement to encourage and motivate students.
- Applied computer games technology such as Minecraft Education to facilitate learning.
- Stressed importance of good study habits and developed homework schedules, encouraging students to create personalized study plans.
- Held meetings with parents and guardians each week to discuss students' progress and respond to concerns.
- Worked independently with meticulous attention to detail.
- Emphasized focus on approaching problems with students rather than simply providing solutions to foster better understanding of material covered.
- Maintained notes on student progress.

**2008-09 -
2010-05**

Volunteer

*Uygar Association for Visually Impaired People,
Ankara*

- Volunteered in teaching psychology and philosophy for visually impaired students during

their preparation to university exam.

**2007-05 -
2007-08**

Archivist

Higher Education Exam Institute of Turkey, Ankara

- Evaluated records for accuracy, value and status of preservation.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Maintained excellent attendance record, consistently arriving to work on time.

**2006-11 -
2007-02**

Private English Tutor

DayCare, Barcelona, Spain

- Was responsible of taking care of two children for two hours a day while teaching them English Language.



Education

**2017-09 -
2020-10**

Master of Science: Disability Studies

Istanbul University - Istanbul

- Graduated as First of the Class
- Dissertation: Barriers and Facilitators of Students with Disabilities in Higher Education
- Graduated with 3.81 GPA

**2008-10 -
2016-02**

Bachelor of Science: Business Administration

Middle East Technical University - Ankara

**2006-08 -
2007-05**

Intermediate Level Spanish Language Certificate : Spanish

Academia Plus Barcelona - Barcelona

Spanish Language, Academia Plus Barcelona

**2002-09 -
2006-06**

High School Diploma

Anatolian High School - Ankara



Academic Achievements

- Oral Presentation: "Disability in Higher Education", Society for Disability Studies "Multiple Perspectives on Access, Inclusion, and Disability Conference" in Columbus, Ohio, April 4-7, 2020 (Online Conference).
- Poster Presentation: "Community Based Rehabilitation", İstanbul University "Disability Past and Future Conference" in İstanbul, Turkey, 2018.



Certifications

2013-09	Kariyer Mimari, Graphic Design Certificate,2013
2012-06	KOSGEB, Entrepreneurship Certificate,2012
2012-02	KALDER Women Entrepreneurs Conference Attendee,2012
2010-05	Uygar Görme Engelliler Derneği, Volunteer Educator Certificate,2010
2017-07	IELTS (C1 Level)



Hobbies

Painting, Creating Comics and Writing.