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| Sunay Cingil (Konul Aliyeva before marriage)  **Azerbaijani-Russian-English-Turkish Sworn Translator in Turkey**  **Personal information:**  480 Str. No 9/13, Floor 1, Apt. 5, Atilla/Konak, Izmir-TURKEY  Email: konul86@gmail.com  GSM & WhatsApp: +90 505 973 67 68  Skype: konul.jingil  <https://www.linkedin.com/in/sunay-cingil-66b4775a/>  <http://www.proz.com/profile/1883125> |
| **Education:**   |  |  |  | | --- | --- | --- | |  | University of Khazar  School of Humanities and Social Sciences,  Bachelor of International Relations  Undergraduate: October 2008 |  | | Working as freelance translator and interpreter since 2008  My daily translation input is around 2500-3000 words per day, approximately 10-15 pages  Working language pairs: Russian<>Turkish, English<>Russian, Russian<>Azeri, English<>Azeri, English<>Turkish and Turkish<>Azeri | | |  | | |
| **Employment History:**  ***Company****:* Asian Absolute  ***Position****:* **Translation / trans creation & proofreading for F1 posts**  ***Duration:***  Since 2018 July-present  ***Company****:* Textunited  ***Position****:* Freelance translator  ***Duration:***  Since 2017-present (Mechanical manuals)  ***Company****:* Pactera Technology International Ltd  ***Position****:* Freelance translator  ***Duration:***  Since 2017-present (IT and software)  ***Company****:* Folio Translation Consultants Cape Town, South Africa  ***Position****:* **Translation/ transcreation for Heineken** **posts**  ***Duration:***  Since 2015-present (Marketing, add.)  ***Company****:* Gotransparent  ***Position****:* Freelance translator  ***Duration:***  Since 2014-present (Pharmaceutical and various fields)  ***Company****:* Merle&sheppard Language Consulting Ltd. Wellington, New Zealand  ***Position****:* Freelance translator  ***Duration:***  Since 2014-present (Mechanical manuals)  ***Company****:* Toni Alamo Christian Ministries  ***Position****:* Freelance translator  ***Duration:***  Since 2014-present (Religious articles)  ***Company****:* Intellex Perevod i Lokalizatsiya Ltd. Moscow, Russia  ***Position****:* Freelance translator  ***Duration:***  Since 2014-present (Technical and Mechanical Manuals)  ***Company****:* Genius Group London, UK  ***Position****:* Remote Project Manager  ***Duration:***  January 1st 2015-July 30th 2016  ***What I did?***   * Searched and brought new customers to the company * Brought new translators to the company * Shared the project between translators * Solved the crisis situations in translation field * Created a very positive and hard working translators team   ***What I gained?*** *It is a great pleasure to work as a remote project manager when you have really amazing team :) I improved my managing & quick decision making skills in crises situations and learned that easy and fast communication with team is taking me to the real success and bringing more pleasant clients.*  ***Company****:* K Solutions (former Mestaco) Latvia  ***Position****:* Freelance translator  ***Duration:***  Since 2014-present (Automotive field)  ***Company****:* Sanofi Aventis Azerbaijan Baku, Azerbaijan  ***Position****:* Freelance translator for translation of prescriptions and medical brochures  ***Duration:***  over 2 years (Pharmaceutical field), **translation and transcreation of P&G**  **products**  ***Company****:* Platinum Group Monaco  ***Position****:* Freelance translator for Formula 1 2016, 2017, 2018  ***Duration:***  1 year (**Translation / transcreation & interpretation for F 1 2016, 2017,**  **2018, & BEGOC 2015**)  ***Company****:* POS Translation Center Istanbul, Turkey  ***Position****:* Freelance translator  ***Duration:***  over 3 years (mostly in legal and financial fields)  ***Company****:* SOS Children's Villages Baku, Azerbaijan  ***Position****:* Freelance translator/interpreter for trainers in medical and psychological  courses (Life sciences trainings for workers and volunteers, brand book)  ***Duration:***  over 4 years  ***Company****:* Tele World Linguistic Center Turkey, Spain and Egypt  ***Position****:* Freelance translator  ***Duration:***  over 4 years (marketing, food and ingredients, constructional, IT)  ***Company****:* Raytheon Azerbaijan Baku, Azerbaijan  ***Position****:* Freelance translator in WMD projects (infectious diseases, Lab works.  ***Duration:***  over 5 years  ***Company****:* KONSiS LLC MICE and Translation Company Baku, Azerbaijan  ***Position****:* Project Manager  ***Duration:***  01/05/2009-01/01/2014  ***What I did?***   * created database of vendors in Projetex * always had an available translator or interpreter for the crises situations * brought new translators to the company * trained translators to work in CatTools (SDL Trados, MemoQ, Idiom, memsource, XTM Cloud, Proedit etc.). * brought new clients to the company, created fruitful cooperation and conducted long-term contracts with them. * handled more than 10 huge conferences for the projects realized by EU, Embassy of the USA in Azerbaijan, OSCE, Ministry of Tourism, Ministry of Energy etc. * provided a successful analyze regarding company’s position in competitive market, SWOT analyses to general director and senior staff of the company.   ***What I gained?*** *To be disciplined, to think in detail and fast, to always have a B plan, to be well organized, to have easy communication with people, to be self-confident, to know each stage of the event I manage very well, to work on Projetex and several CatTools.*   |  |  |  | | --- | --- | --- | |  |  |  |  |  | | --- | | ***Company:*** Central Election Commission (CEC) Baku, Azerbaijan  ***Position:***  Interpreter  ***Duration:***  October, 2008  ***Company:*** Bogazichi University Istanbul, Turkey  ***Position:***  Researcher on Conflicts in Middle East  ***Duration:***  12/2007-8/2008 |  |  |  |  | | --- | --- | --- | | spacer |  |  | |  |  | |
| **Skills**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | spacer | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Category** | **Name** | **Proficiency** | **Yrs Experience** | **Last Used** | **Value** | | Administrative | Microsoft Word | Fluent | 15+ yrs | use currently |  | |  | Excel | Fluent | 15+ yrs | use currently |  | |  | PowerPoint | Fluent | 15+ yrs | use currently |  | | Administrative | Work station Projetex | Fluent | 5+ yrs | don't use currently |  | |  | Photoshop | Basic | 2+ yrs | use currently |  | | Cat Tool | Idiom Workbench | Fluent | 5+ yrs | don't use currently |  | | Cat Tool | SDL Trados | Advanced | 10+ yrs | use currently |  | | Cat Tool | XTM Cloud | Advanced | 10+ yrs | use currently |  | | | | | | | | Cat Tool | | Textunited | Good 2+yrs |  | use currently | |
| **Language skills**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | spacer | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Name** | **Proficiency** | **Yrs Experience** | **Last Used** | **Value** | |  | Azerbaijan | native | native | use currently |  | |  | Russian | Advaced | 14+ yrs | use currently |  | |  | English | Advanced | 14+ yrs | use currently |  | |  | Turkish | Advanced | 7+ yrs | use currently |  | |  | French | Upper intermediate | 1+ yrs | use currently |  | |  |  |  |  |  |  | | |

**Received certificates and awarded diplomas:**

**Two honor diplomas of Dean, 5 international and 8 local certificates.**

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| Date from –  Date to | | Location | | Company |
| Mart 10, 2005 | | Baku Azerbaijan | | Participant of, Azerbaijan Youth in the **political and legal solution process** |
| January 24-29, 2006 | | Baku, Azerbaijan | | Participant of**, Living Together** (part of Connecting Futures project), supported by British Council and Khazar University Institute of Politics |
| May 24, 2006 | | Baku Azerbaijan | | Participant of the **Third Annual Crisis Simulation** Exercise at the Institute of Politics at Khazar University |
| July 15 - 21 2006 | | Baku Azerbaijan | | Participant of the seminar in **21st Century Journalism** at Khazar University |
| August 12-25,2006 | | Rize Turkey | | The participant of the meeting of international youth conference |
| October – 28-31,2006 | | Baku Azerbaijan | | The participant of the International Audiovisual Film Festival (as translator) |
| November 16-19,2006 | | Baku Azerbaijan | | ICRC’s training courses |
| October 27 – 30, 2006 | | Baku Azerbaijan | | The participant of the debate the Azerbaijan’s political face |
| July 10-15,2007 | | Malatya, Turkey | | The participant of II International Kommagene Youth Gathering |
| July 2-31, 2007 | | Baku, Azerbaijan | | Participant of Practice in the Ministry of Foreign Affairs (MFA) |
| August 7-18, 2007 | | Norfolk, UK | | Participant of the Norfolk International Project of “East and West-all as one equal” |
| October 7-17, 2009 | | Berlin, Germany | Education in Social Democratic States, ToT | |
| October 3-10 | Vienna, Austria | | Education in Social Democratic States | |
| July 30-August 8 | Nish Serbia | | Photo and Video capturing training | |

**References are available upon to the requests.**