Azra Tuna AKARTUNA

Cumhuriyet Mah Çağlayan ⁹Sokak Tepe Life Sitesi B Blok D.14 Çerkezköy, Tekirdağ -TURKEY

Cell Phone : +905063367336

E-mail Address : [azra3333@yahoo.com](mailto:azra3333@yahoo.com)

EDUCATION :

19th May University, Educational Faculty,

English Teaching Department

(Bachelor’s Degree on English) 1992- 1996

Graduation Level: 7.5 / 8

TECHNICAL ABILITIES :

Microsoft XP, Word, Excel, Access, Powerpoint, Adobe Acrobat, translation (SWORN), proofreading, interpretation, movie subtitling, well-adjusted, determined, honest, hardworking, accountable, productive, analytical, inquisitive.+ 20 years of translation experience.

AREAS OF EXPERTISE : law, finance, medical, education, economy, environment, technical, info. technology, telecommunication, administration, agriculture, automotive, naval issues, food industry, media, religion, social sciences, literature, manuals, textile, book translation.

NATIVE COUNTRY/ LANGUAGE : Turkey/ Turkish

EXPERIENCE

• **Short Story Translation-2023**

-Enchanted Forest-LS Morgan

* **Lingual Consultancy – India 2020 – Ongoing**

-Transcripton of smart TV prompts

* **Pegasus Publishing – Istanbul 2006**

- Book Translation, English- Turkish (Author: Robyn Arianrhod, Einstein’s Heroes)

* **Telus International – 2022-Ongoing**

-Data entry on freelance basis

* **International Services**

**Serving Communications, Multimedia and Web 2004-Ongoing**

-Translations for CNN (introduction of CNN building and its services), FastLane Cash Register Software and manuals, Presentation of Microsoft Windows Genuine Advantage (new software edition of Microsoft)

* **Torindo Co, Ltd. Translation Agency-Japan-2004-Ongoing**

-Translation and proofreading of telephone menus and manuals

* **Master Translation Agency -China-2004-2005**

-Knitting software help file and menu translations

* **Aerotek - 2022-2023**

-Data entry on freelance basis

* **English Teacher At a Local College-2003-Ongoing**

- Teaching English to college students

* **International Translation- 2003-Ongoing**

- Script translations from English to Turkish on freelance basis.

* **Kutay Translation Agency-Ankara/Turkey- 2002**

-Medical translations on freelance basis

* **Choice Translating & Interpreting Agency-2002-Ongoing**

-Technical translations.

* **STSW (Sensible Translation For A Sensitive World)-France-2002-Ongoing**

-Proofreading and translation of financial texts

* **Top Systems Translation Services Ltd., 2002-Ongoing**

-Text translations (mainly financial and marketing) on freelance basis.

* **Abcnetworx Translation Agency-Germany, 2002-Ongoing**

**-**Translation of texts about automotive industry and marketing on freelance basis.

* **Softitler Movie Subtitling Agency- Subtitling and Proofreading Italy 2000- 2003**

-Subtitling movies and proofreading subtitles translated by other translators (Turkish from/into English).

* **Translation Department- Set-Systems Translation Services 2001- Ongoing**

- Document translations on freelance basis (basically legal and technical, additionally financial, telecommunication, economy, automotive, marketing, newspaper articles Turkish from/into English)

* **TTC FRANCE Translation Agency 2001- Ongoing**
* Technical document translations [manuals (equipment, auto parts, software, electronic devices)] on freelance basis (Turkish from/into Turkish)
* **Translation Department- Kapital Media Agency 1999**

- Financial Book Translation, English- Turkish ( Brand Mindset, Author Duane Knapp)

* **Regional Project Administrator, Written and Simultaneous Translator- JICA (Japan International Co. Agency) and Turkey State Planning Organization 1998-1999**

**-** Written and simultaneous translations and interpretation about law, construction, medicine, fishery, education, agriculture, computer, marketing, environment and management of project on regional basis.

* **International Relations Department- Oztek Textile 1997-1998**

- Simultaneous English from/into Turkish Translator and Interpreter

Assisting International Relations Department on communication with international customers, providing written translations on technical issues