

## PERSONAL INFORMATION

Name	Rıdvan Ali Patat
Address	Kuskavagi Mh. 550. Sk. Akkoc Apt. No. 11 D. 5 Konyaalti/ Antalya - TURKEY
Telephone	+90 532 161 18 90
E-mail	<a href="mailto:ridvan.patat@gmail.com">ridvan.patat@gmail.com</a>
Nationality	Turkish National/ ID No: 21044527544
Date of Birth	21.12.1981

## WORK EXPERIENCE

• Dates	2003 – 2005
• Employer details	Numerous translation agencies and linguistic service providers
• Industry/ Sector	Translation / Linguistic Services
• Position	Freelance Translator
• Core activities undertaken	- Translation from Turkish to English and vice versa of projects in various fields - Undertaking of consecutive interpretation assignments in business meetings

• Dates	2005 – 2010
• Employer details	Kartaca Dil Eğitim Reklam Org. Teks. San. Tic. Ltd. Şti. Turgut Reis Mah. Giyimkent Sitesi B 3 B-103 Blok No: 35 – 36 Esenler – İstanbul
• Industry/ Sector	Translation
• Position	Full-time Translator / Project Manager
• Core activities undertaken	- Translation from Turkish to English and vice versa of projects in various fields - Undertaking of consecutive interpretation assignments in business meetings - Assignment of translation projects to freelance translators; edition and proofreading of the projects translated by freelance translators; management of relations with freelancer translators and customers on project basis
• Project – specific roles undertaken	- Major role in the translation of the entire set of documents, including the documents, statements, declarations and registration certificates to be submitted to Turkish BRSA, and also including the inter-corporate correspondence, through the course of acquisition of a major private Turkish bank by another Turkish bank, being a subsidiary in Turkey of an Italy – based, Europe – wide active global financial service provider (roughly 10,000 standard pages). - Major role in the translation of policies, insurance certificates, claims documents as well as annual reports of a major insurance service provider, being a subsidiary in Turkey of an Austria – based, Europe – wide active insurance group. - Major role in the translation of IPO circulars and prospectuses of numerous mutual funds, hedge funds, warrants and several other derivatives offered in Turkey by major Turkish investment trusts.

• Dates	2010 – Ongoing
• Employer details	Numerous translation agencies and linguistic service providers
• Industry/ Sector	Translation / Linguistic Services
• Position	Freelance Translator
• Core activities undertaken	- Translation from Turkish to English and vice versa of projects in

	<p>various fields</p> <ul style="list-style-type: none"> <li>- Undertaking of consecutive interpretation assignments in business meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Project – specific roles undertaken</li> </ul>	<ul style="list-style-type: none"> <li>- Translation of the administrative and technical specifications for several government buildings and facilities, put out to tender via public procurement, and implemented through build – operate – transfer model.</li> <li>- Translation of the EIA reports for several HPP projects, put out to tender via public procurement, and implemented through build – operate – transfer model.</li> <li>- Translation of purchase/ sales agreements, lease (wet and dry) agreements, DGCA aircraft registration and de-registration documents as well as civil aviation manuals (operation, ground operations, cabin crew) for major Turkish private airliners.</li> </ul>

<ul style="list-style-type: none"> <li>• Fields of Expertise</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Business and financial texts</u></b> including trade registry gazette extracts, balance sheets, financial statements and annual reports as well as contracts and agreements regarding derivatives, futures and forwards, and securities trading transactions,</li> <li>• <b><u>Legal documents</u></b> including but not limited to EU regulations &amp; directives, Turkish legislations, any Supreme Court awards as well as any commercial and legal contracts, agreements, powers of attorney, apostils and tender documents,</li> <li>• <b><u>Aviation documents</u></b> including but not limited to any purchase/ sales, wet-lease and dry-lease agreements, aircraft registration and d-registration documents as well as any aviation manuals,</li> <li>• <b><u>Insurance and Reinsurance policies and contracts,</u></b></li> <li>• <b><u>Sports-related legal documents</u></b> including CAS awards,</li> <li>• <b><u>Advertisement, publicity and promotion texts</u></b> which require advanced localization/ adaptation/ authoring skills.</li> </ul>
---	---

## EDUCATION AND TRAINING

<ul style="list-style-type: none"> <li>• Dates</li> </ul>	2000 – 2004
<ul style="list-style-type: none"> <li>• Name and type of organization providing education and training</li> </ul>	MARMARA UNIVERSITY, Faculty of Economic and Administrative Sciences Department of Political Science and International Relations (English)
<ul style="list-style-type: none"> <li>• Principal subjects/occupational skills covered</li> </ul>	Political theory, Political History, Near Turkish History, Diplomatic Correspondence, Conflict and Crisis Management, Scientific Research Methodology and Procedures, Civil Law, Law of Obligations, Constitutional Law, International Law, International Private Law, Fundamentals of Economics, Fundamentals of Business Administration inter alia
<ul style="list-style-type: none"> <li>• Title of qualification awarded</li> </ul>	Bachelor’s Degree (Public Administrator)
<ul style="list-style-type: none"> <li>• Level in national or international classification</li> </ul>	Diploma for Bachelor of Arts Degree
<ul style="list-style-type: none"> <li>• Dates</li> </ul>	1993 – 2000
<ul style="list-style-type: none"> <li>• Name and type of organization providing education and training</li> </ul>	Private Yamanlar High School (Full Scholarship)
<ul style="list-style-type: none"> <li>Principal subjects/occupational skills covered</li> </ul>	In addition to the then-current curriculum of Anatolian High Schools pursuant to the regulations of the Ministry of National Education; * Preparatory studies for and actual participation to the National Physics Olympics, organized by TUBITAK (The Scientific and Technological Research Council of Turkey) (1994 - 1997) * Preparatory studies for and actual participation to the National

	Philosophy Olympics, organized by Philosophical Society of Turkey; 6 <sup>th</sup> rank (1998)
• Title of qualification awarded	High School Graduate
• Level in national or international classification	High School Diploma

### PERSONAL SKILLS AND COMPETENCES

Mother Tongue	Turkish
Other Languages	
	English
• Reading	Advanced
• Writing	Advanced
• Spoken Interaction	Advanced

Technical Skills and Competences	Competent in MS Office Suite (2003/ 2007/ 2011) Competent in SDL Trados Studio (2011) Competent in Wordfast Pro
----------------------------------	---

Artistic Skills and Competencies	Semi-professional guitarist and singer
----------------------------------	--