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| **HANIFI ALTINSOY**  **Translator-Interpreter-Language Expert** |

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| **JOB EXPERIENCE:** | 1993 – Present  Sworn Freelance Translator/Interpreter since 1993  I have been serving as freelancer for Immigration Consultant based in Istanbul. I am detail oriented, and successfully completed tens of projects for immigrants to Canada. I also have been serving as language expert in the courts and notary offices in Istanbul and Turkey and I have been endorsed by the Ministry of Justice of Turkey as an expert.  My main fields of expertise include public relations, marketing, market research, advertisements, multimedia, radio-TV that I have educational background. I also have been involved in foreign trade communications of a company as a translator/interpreter.  Currently I collaborate with translation offices for their day-to-day translation jobs including certificates, passports, transcripts, diplomas, rental contracts, residency certificates, good conduct certificates, utility bills, military discharge certificates, bank receipts, letters of reference, employment certificates, social security documents, title deeds, driving licenses, motor vehicle registration documents, etc.  I have more than 20 years of experience as freelancer and therefore, I have vast experience in other fields such as automotive, car parts, car care, business, finance, tourism, contracts, agreements, annual reports, insurance reports, IT, gaming, e-commerce, communication and computer hardware, software, system, investment, money markets, securities, taxation, product specifications, technical documents, manuals, tender documentation, agriculture, food and beverage, nutrition, animal nutrition, construction, mining, electronics, telecommunications, internet, networks, metals, textiles, human resources.  I successfully completed internet, machine translation post-editing, subtitling, proofreading, communication projects of translation offices. I also translated tens of thousands words of legal documents, powers of attorney, authorization certificates, court decisions, arbitration documents, contracts, rental contracts. Again, for translation agencies I translated tens of thousands of words of payrolls, balance sheets, income statements, annual reports, trial balances, annual tax returns, history of account, financial rating documents, tax incentive documents, import and export documentations and declarations, customs declarations and customs clearing certificates.  I also attended and served as interpreter in more than ten trade exhibitions, business meetings, hospital appointments, court hearings, business visits, audit visits, company trainings, telephone conversations, online telephone meetings at home and abroad. |

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| **EDUCATION:** | **1985-1990**  **Bachelor’s Degree**  Ege University  Faculty of Communication  Radio-TV & Marketing Department |
| **CERTIFICATION/**  **STANDARDS:** | Notary Sworn, Language Expert for English translation endorsed by Turkish Ministry of Justice, Interpreter for Canadian Immigration Interviews Abroad. |

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| **CAT Experience** | SDL Trados for more than 5 years |
| **LANGUAGES:** | English (advanced), Turkish (native), German (intermediate) |
| **COMPUTER KNOWLEDGE:** | Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Microsoft Word, Microsoft Excel, MovieMaker, Powerpoint |
| **PERSONAL INFORMATION:** | Place and date of birth: KIGI, TURKEY, 02.05.1968 |
| **COMPANIES WORKED AS FREELANCER:** | Unilever, Brother, Vodafone, Accenture, Turtle Wax Inc., Sen-International, Car Freshner, Nokia, Samsung, Astonish, Akfen, TAV Holdings, Ataturk International Airport, ETS Tours, LR International, Türk Telekom, Garanti Bank, Türkiye İş Bankası, Akbank, Sinyal Elektronik, Doganer Otomotiv, National Geographic, GE, Ford Motors, Maersk, DHL, Turkish Standards Institute, Courts at any level, Ministry of Justice of Turkey, Ministry of Communication, … |

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| **REFERENCES AS TRANSLATION OFFICES:** | **Bilgi Translation Office**  Emine ÖZDEMİR  +90 216 414 29 72  info@bilgitercüme.com  www.bilgitercume.com |
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