

## MELEK KILIC

### ABOUT

I am a highly motivated and dedicated translator with a passion for language and a native-level proficiency in both German and English. I specialize in translating legal texts, including patents, as well as various areas of expertise such as e-commerce marketing, affiliate marketing, market research, and localization.

Outside of translation, I enjoy improving my artistic skills and when I am not pursuing that, I explore nature with my lovely dog Dipper, discovering nearby green spaces.

### WORK HISTORY

#### **ASSOCIATE – AFFILIATE MARKETING, ACCELERATION PARTNERS, REMOTE**

August 2022 – Now

- Working closely with the client team to identify opportunities for recruitment in the region. Develop recruitment lists based on the needs of your clients as well as the corresponding outreach emails
- Responding to affiliates' inquiries and troubleshooting issues
- Collating evidence of paid exposure whilst ensuring campaigns are being activated by partners in a timely fashion
- Creating and/or translating and executing affiliate communications and newsletters
- Generating weekly and monthly performance reports

#### **DIGITAL CONTENT ASSISTANT, CRAGHOPPERS, MANCHESTER**

May 2022 – August 2022

- Responsible for briefing, translating and checking on-site content through the use of the content management system Contentful. Improving on-site user experience through CRO systems e.g. Contentsquare, Google Optimize.
- Assisting with ECRM activity and adapting content through data research with tools like Google Analytics
- Assisting with Affiliate activity
- Rolling out SEO content
- Setting up promotions and reporting on performance

#### **E-COMMERCE TRADING EXECUTIVE, THG INGENUITY, MANCHESTER**

May 2021 – May 2022

- Identifying new and innovative ways to drive traffic to the client's website as well as developing and improving traffic from existing channels.
- Creating German copy for and organizing CRM and Workflow for brand through the use of Canva and Photoshop
- Translate amendments to site as and when needed, be it just navigation, landing

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pages or USP bars

- Using analytics and our in-house reporting platform to gain a strong understanding of the customer journey to optimize sales, measure performance & define strategy
- Ensuring the websites are kept up-to-date with correct offers, correct gift offers, updated banners, new products/brands, and regularly updated category pages

#### **IN-HOUSE GERMAN LINGUIST, MORNINGSIDE TRANSLATIONS, REMOTE**

September 2019 – May 2021

- Translate various medical and technical documents on daily basis according to a high standard and revise in accordance with quality scores and provide feedback for translated documents for the language combination English into German. Technical documents are primarily patent claims, where we use the CAT tool memoQ
- Carry out post-editing of machine-translated content from English into German
- Ensure that all submitted documents are formatted correctly and utilize reference material accordingly
- Carry out terminology management as required and assure that the current glossary is updated to a highly researched standard
- Take over other administrative and support tasks as required
- Train new hires to a high standard

#### **GERMAN PRODUCT SPECIALIST, TURNITIN, NEWCASTLE**

January 2017 – September 2017

- Proactively supported the iParadigms product line primarily via email, sometimes via phone for German universities
- Developed positive customer and cultural relations with the academic institutions and their representatives
- Ensured quick and efficient problem resolution, system access and optimal system performance with the help of Salesforce
- Assisted Sales Operations with collecting and monitoring product feature adoption and performance metrics

#### **GERMAN LINGUIST / LEGAL MARKET RESEARCHER, ACRITAS, NEWCASTLE**

January 2016 – January 2017

- Accurately transcribed and translated several interviews a day to meet daily targets
- Regularly delivered excellent verbatim translations from German into English and vice versa with above average accuracy scores
- Constantly added to our database of leads for the German market and maintained a positive ongoing relationship with general counsel interviewees
- Worked with my team members to enhance and improve our language tools to deliver excellent translations
- Strong communication skills and language skills via phone and email

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**EDUCATION &  
MEMBERSHIPS**

**TRANSLATION AND INTERPRETING STUDIES, MA, UNIVERSITY OF MANCHESTER, 2017-2020**

Finished January 2020 with merit. Part-time course. Modules included Translation Technologies, Translation Project Management and Professional Ethics, Scientific and Technical Translation. Regularly translated texts under supervision to ensure industry-standard was achieved. Additionally, terms I researched (ENG>GER) were added to WIPO Pearl

**CLASSICAL STUDIES, BA, NEWCASTLE UNIVERSITY, 2012-2015**

Dissertation topic: "The 'Humanitätsideal' in 'Iphigenia auf Tauris': How 'verteufelt human' is Goethe's Iphigenie?"

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**REFERENCES**

**PROVIDED ON REQUEST**