

# Curriculum Vitae



Dan Tcaci

---

Email: smart\_mask3@yahoo.com

Mobile: (+90 539) 547 57 16

**OBJECTIVE:**  
ProZ Profile

## EDUCATION

---

- **2008-present:** Boğaziçi University, Istanbul, Turkey;  
Department of Sociology (M.A., currently writing my thesis)  
GPA: 3.88/4.00
- **2003-2008:** Boğaziçi University, Istanbul, Turkey;  
International Trade Department (B.A.);  
GPA: 3.92/4.00
- **2002-2003:** Ankara University's Center of Turkish Language Education, Izmir, Turkey.  
✓ *Took a mandatory nine-month special preparation course in Turkish language for foreign undergraduate students accepted at a Turkish university.*
- **1998-2002:** Moldavian-Turkish Lyceum, Chişinău, Moldova;  
Sciences.
- **1992-1997:** The School of Arts Valeriu Poleacov, Chisinau, Moldova  
Violin and Musical Composition

## EMPLOYMENT HISTORY

---

- **2008-present :** A translation company in Ankara, Turkey
  - ✓ **Company Description:** A translation bureau that specializes in the translation of legal documents.
  - ✓ **Position:** Freelance translator
  - ✓ **Responsibilities:**
    - Translated documents communicated by Turkish courts to courts in other countries (such as rogatory commissions, bills of indictment, notifications, extracts from articles of law etc.) from Turkish to Romanian, English and Italian. I also translated from these languages into Turkish.

- **2007-present:** Worked as a freelance translator and interpreter from and to Turkish, Romanian, Russian, English, Spanish and Italian for various customers. Please refer to the references section for more detail.
  
- **Aug 2012-pres.:** Eaton Corporation, Polimer Kauçuk, Istanbul, Turkey
  - ✓ **Company Description:** Global manufacturer; Polimer Kauçuk is a subdivision producing world-standard hoses
  - ✓ **Position:** Full-time and freelance translator/interpreter
  - ✓ **Responsibilities:**
    - Facilitated written and oral communication between Eaton's English-speaking management and Polimer Kauçuk's Turkish-speaking employees as a translator and interpreter (full-time)
    - Served as a consecutive English-Turkish interpreter in company trainings, meetings and conferences (full-time, freelance)
  
- **Feb-Apr 2012:** Worked as a full-time Romanian-Turkish interpreter in a project, helping Romanian-speaking technicians communicate with Turkish-speaking clients and management. I also had organizational and communication duties (Further details cannot be disclosed for confidentiality reasons).
  
- **Aug-Sep 2006:** Merck Sharp & Dohme, Istanbul, Turkey
  - ✓ **Reason:** Internship.
  - ✓ **Company Description:** Global pharmaceutical company
  - ✓ **Position:** Production / Inventory Planning and Logistics
  - ✓ **Responsibilities:**
    - Analyzed the inventory performance of the company's Turkish subsidiary.
    - Prepared presentations containing summary data regarding the company's Turkish subsidiary for internal use.
    - Tracked legal developments of potential interest to the company
    - Effected corrective transactions in the company's inventory-tracking system.
  
- **Aug-Sep 2005:** Joint Venture Stock Company "Topaz", Chişinău, Moldova
  - ✓ **Reason:** Internship.
  - ✓ **Description of Company:** Developer and manufacturer of factory machinery for domestic and international business customers.
  - ✓ **Position:** Marketing Specialist.
  - ✓ **Responsibilities:**
    - Communicated face-to-face, by phone and in written form with the company's international clients, prospective clients and suppliers making use of my English, Turkish and Italian language skills. Acted as

- a liaison between them and “Topaz”’s Russian/Romanian speaking managers and engineers.
      - Oversaw the completion of an international equipment purchase contract (under supervision).
- **Spring 2002:** A small translation company in Chişinău, Moldova
  - ✓ **Responsibilities:**
    - Part-time Assistant Translator from and to Romanian, Russian, English and Spanish.

## SKILLS

---

- **Language Skills:**
  - ✓ Romanian: native language;
  - ✓ Russian: native language;
  - ✓ English: oral—very good, written—very good; comprehension—very good;
  - ✓ Spanish: oral—good, written—good; comprehension—very good;
  - ✓ Turkish: oral—very good, written—very good; comprehension—very good;
  - ✓ Italian: oral—good, written—good; comprehension—very good.
- **Computer Skills:**
  - ✓ Good general familiarity with the PC, the Win-based operating systems and the Internet.
  - ✓ Good knowledge of Microsoft Office applications.
  - ✓ Good knowledge of SPSS 1x.
  - ✓ Functional knowledge of TRADOS.
  - ✓ Basic programming skills: familiarity with the structure of programming languages and with basic programming methods, ability to comprehend and write simple code. Good knowledge of Pascal.
  - ✓ HTML/JavaScript.

## INTERESTS, HOBBIES AND ACTIVITIES

---

- Writing prose and poetry.
- Readings in philosophy and social sciences.
- Modern and classic literature.
- Singing and composing music.
- At present I sing in a choir called Rezonans and in the Bogazici University Music Club Classical Choir.

## REFERENCES (TRANSLATION AND INTERPRETATION)

---

- Eaton, Polimer Kauçuk (English-Turkish)
  - ✓ **Work period:** Dec 2012- present
  - ✓ **Agencies:** Asya Dil Hizmetleri, POS Eğitim
  - ✓ **Contact:** info@asyatercume.com, posegitim@gmail.com
- Legal translation company in Ankara (Romanian, English, Turkish, Italian)
  - ✓ **Work period:** 2008- present
  - ✓ **Contact:** tercumann@gmail.com (Murat Öznaneci)
- Storsan Sineklik (Romanian-Turkish, Russian-Turkish, Italian-Turkish)
  - ✓ **Work period:** Dec 2012-present
  - ✓ **Contact:** storsansineklik@gmail.com
- DVA Telecommunication and Informational Technologies Ltd. (English-Turkish)
  - ✓ **Work period:** May 2014
  - ✓ **Agency:** Asya Dil Hizmetleri
  - ✓ **Contact:** info@asyatercume.com
- Leading tractor manufacturers in Turkey (English-Turkish)
  - ✓ **Work period:** Apr 2014
  - ✓ **Agency:** Asya Dil Hizmetleri
  - ✓ **Contact:** info@asyatercume.com
- Rollton (Russia) (Russian-Turkish)
  - ✓ **Work period:** Oct 2012
  - ✓ **Agency:** Asya Dil Hizmetleri
  - ✓ **Contact:** info@asyatercume.com
- Global information services company (Romanian-Turkish)
  - ✓ **Work period :** Feb-Apr 2012
  - ✓ **Agency:** POS Eğitim
  - ✓ **Contact:** posegitim@gmail.com
- Confederation of Businessmen and Industrialists of Turkey (TUSKON) conferences (Russian, English, Turkish, Spanish)
  - ✓ **Work Period :** 2009-2011