

# AHMET YALÇINKAYA

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## **PROFESSIONAL EXPERIENCE AS TRANSLATOR**

AFY Translation & Publishing Services (*Translation / DunyoNet LLC*), Namangan, Uzbekistan  
2005 – present Project Coordinator (part time)  
Universal Language Services and Publishing Inc. (*Translation, Publishing*), Istanbul, Turkey  
2000 – present Freelance Translator in English and German (part-time)  
1999 – 2000 Translator (in-house, part-time)  
Persona Çeviri ve Baskı Hizmetleri Ltd. (*Translation, Printing*), Istanbul, Turkey  
1999 – 2000 Translator and Interpreter in English and German (both par-time freelance)  
The Monthly Journal "Tanıtım", Istanbul, Turkey  
1987 – 1991 Translator and Assistant Editor for Turkic Dialects (part-time)  
Various Literary Journals and Associations  
1985 – present Translator from English, German, Arabic and Turkic Dialects

## **OTHER PROFESSIONAL AND COMPLEMENTARY WORK EXPERIENCE**

Gap İnşaat Yatırım ve Dış Tic.A.Ş. (*Construction & Project-Contract / Çalık Group*), Istanbul, Turkey  
2007 – present Project Coordinator and Mechanical Coordination Manager (both full-time)  
Modkar Ambalaj San.ve Tic.A.Ş. (*Paper & Packaging / Eren Group*), Tekirdağ, Turkey  
2007 – 2007 Maintenance Manager (full-time), parallel to Project Consultant job at 5M  
5M Otomotiv San.Tic.A.Ş. (*Automotive-Ancillary*), Bursa, Turkey  
2006 – 2007 Technical Manager (full-time), and Project Consultant (part-time)  
Namangan Engineering Economical Institute (*Education, Counseling*), Namangan, Uzbekistan  
2006 – 2006 Textile Technology Consultant (part-time, parallel to jobs at Papfen)  
Namangan Engineering Pedagogical Institute (*Education*), Namangan, Uzbekistan  
2001 – 2001 Visiting Lecturer (part-time, parallel to jobs at Papfen)  
Papfen Joint Stock Company (*Textile / Tekfen Group*), Namangan, Uzbekistan  
2000 – 2006 Machinery & Energy Manager , Assistant General Director (both full-time)  
2004 – 2006 Quality Management Representative  
Armasan Vakum Ambalaj San. ve Tic. Ltd. Şti. (*Plastics Packaging*), Istanbul, Turkey  
1998 – 1999 General Manager  
Kahramanmaraş Kağıt San. ve Tic. A.Ş. (*Paper / Aksu Group*), Istanbul-Kahramanmaraş, Turkey  
1996 – 1998 Technical Manager (Project Manager at Head Office)  
Simko Tic.ve San.A.Ş. (*Electronics, Siemens Turk / Koç Group*), Istanbul, Turkey  
1996 – 1996 Safety Engineer (short period project job)  
Karbogaz Karbondioksit ve Kurubuz San.A.Ş. ( *Gas / now Linde Group*), Istanbul, Turkey  
1995 – 1996 Assistant Technical Manager  
Ülker Gıda San. ve Tic. A.Ş. (*Food / Ulker Group*), Istanbul, Turkey  
1993 – 1995 Project Development & Follow-up Chief  
Istanbul Technical University (*Research / ITU Fac.of ME, Automatic Control Laboratory*), Istanbul, Turkey  
1987 – 1991 Project Assistant (Non-staff, bonus based project job parallel to MS studies)

## **EDUCATION**

2006 – present Anadolu University, Ongoing BA, in Business Administration (4<sup>th</sup> year student)  
2006 – 2007 Namangan Engineering Economical Institute, Incomplete PhD, in Textile Technology  
2006 – 2007 Rutgers University, *Certificate*: Project Management Skills  
1997 – 2000 Anadolu University , *Degree*: AA in Management and Organization  
1994 – 1997 Istanbul Technical University, Incomplete PhD, in Robotics (transfer to Hagen Open U)  
1987 – 1991 Istanbul Technical University, *Degree*: MS, in Robotics (honour student)  
1981 – 1987 Bogazici University, *Degree*: BS, in Mechanical Engineering ( and English Proficiency)  
1978 – 1981 *High School (Sn)*, Kabatas Erkek Lisesi, Science Option, Istanbul, Turkey  
1974 – 1978 *High School (Jr)*, Erlenbachschule, Technology Option, Hamm, Germany  
1970 – 1974 *Elementary School*, Diesterwegschule (Grundschule), Ahlen, Germany

## **LANGUAGE RELEVANT COURSES / SEMINARS AND QUALIFICATIONS**

Namangan State University & AFY Translation & Publishing Services, *Translation Business Seminars*, 10/2006  
Namangan State University & AFY Translation & Publishing Services, *Translation Techniques Seminars*, 09/2006  
Fono DL Institute, *Diploma*: Ministry of Education Certificate in French, 1997 – 1998  
Radio Egypt, *Arabic Programs by Radio*, *Diploma*: Diploma in Arabic, 1996 – 1998  
Marmara University, French Education Dept.(for Diploma in French), *I. to IV. Grade Cert. in French* ,1996-1997  
Persian Education Center, *I.and II. Grade Certificate in Persian*, 1992 – 1993  
Foreign Languages State Examination, *Higher Education Council*, *Level*: B Level in German , 1992  
Turkish Writers Union, *Course Programs*, *Certificate* in Intermediate Uzbek, 1992 – 1993  
Al-Madinah University, *Istanbul Summer School*, *Diploma*: Diploma in Arabic Language and Literature, 1991  
Saudi Arabian Cultural Association, *Language Institute*, *Diploma*: Diploma in Modern Arabic, 1988 – 1990  
Bogazici University, *Arabic Language Research Center*, *Certificate*: Certificate in Intermediate Arabic, 1986  
Bogazici University, *Faculty of Arts and Sciences*, I.and II. Grade Courses in French (Non-Degree), 1984 – 1985

## **OTHER EDUCATION AND QUALIFICATIONS ( A full list is available whenever requested )**

Kalsis Consultancy Ltd., *Management Development Certificate*, (at Modkar A.Ş.) / 05. – 07.2007

Turkish Standarts Institution, *ISO 9000:2000 QMS,Int.Audit,SPC Certificates*,(at Papfen) / 03-07.2004

## **CREDENTIALS**

2000 8th Notary Public of Istanbul , *Approval for Sworn Translatorship in EN/TR/EN, DE/TR/DE*

1982 Bogazici University SFL, *English Proficiency Certificate*

## **LANGUAGE PAIRS AND RATES ( General approximate rates, negotiable)**

English - Turkish (technical, literary, business, general / tr-pr / word and int/hour);	0.05-0.03 and 35	USD
German - Turkish (technical, literary, business, general / tr-pr / word and int/hour);	0.07-0.05 and 45	USD
Arabic - Turkish (literary, business, general / tr-pr / word);	0.10-0.07	USD
Uzbek - Turkish (technical, literary, business, general / tr-pr / word and int/hour);	0.05-0.03 and 40	USD
Azerbaijani – Turkish (technical, literary, business, general / tr-pr / word);	0.05-0.03	USD
Turkmen – Turkish (technical, literary, business, general / tr-pr / word);	0.07-0.05	USD
Turkish - English (technical, literary, business, general / tr-pr / word and int/hour);	0.10-0.08 and 60	USD

## **AREAS OF EXPERTISE**

General Engineering, Mechanical Engineering, Electrical Engineering, Mechatronics, Robotics, Energy, Textile, Food Technology, Gas Technology, Paper and Related Heavy Industries, Electronics and Communication, High Technology, Software Localization, General Science and Technology, Applied and Pure Mathematics, Automotive, Plastics, Business Administration, Management, Quality Assurance and Quality Management, General Issues, Economy, Academic Projects and Dissertations, General Literature, Political Affairs, Poetry

## **EQUIPMENT**

*Documentation:* Various dictionaries, lexicons and encyclopedia in printed and software versions.

*Hardware:* 1) Intel Centrino Dual Core 1.86 Asus Notebook, 2 GB RAM, 160 GB HDD, DVD-RAM Drive, 56 K Modem, Multimedia, Internet (unlimited ADSL connection). 2) Intel Pentium-4 1.8 GHz Smartbook, 256 MB RAM, 33 GB HDD, DVD-RW Drive, Modem, Multimedia, Internet (512 MBps ADSL), *Software:* Windows XP Pro and Windows 98, MS Office XP and MS Office 97, Adobe Acrobat Reader 8.0 and Adobe Acrobat 5.0, Adobe PhotoShop7.0, Adobe ImageReady7.0, PDFEdit3.0, MS Project, AutoCAD2002, MathCAD8.0, Statistica6.0, QuarkXPress5.0, TRADOS, GlobalTrans6.0, Translator4.5, WinZip8.1, WinRAR3.2, Various electronic dictionaries, several other programs.

## **ADDITIONAL INFORMATION**

### **F o r e i g n L a n g u a g e s**

English (*fluent*, advanced written and spoken, author of books, sworn translator), Turkey & USA  
German (*fluent*, advanced written and spoken, sworn translator), Germany, Switzerland & Turkey  
Uzbek (*fluent*, advanced written and spoken, author of books, translator), Uzbekistan & Turkey  
Turkmen (*good*, good written, fair spoken, translator), Turkmenistan & Turkey  
Azerbaijani (*good*, good written, fair spoken, translator), Turkey  
Arabic (*good*, good written, fair spoken, translator), Turkey & Saudi Arabia  
French (*fair*, fair written, basic spoken), Turkey, Switzerland & Belgium  
Kazakh (*fair*, fair written, basic spoken), Kazakhstan & Uzbekistan  
Russian (*basic*, basic written and spoken), Uzbekistan & Kazakhstan

### **C o m p u t e r S k i l l s**

*Operating Systems:* MS-DOS, BTOS, CyberNOS, MacOS, Linux, Windows(3.x, 9x, 00, ME, NT, XP), *Programming Languages:* FORTRAN, BASIC, Pascal, C, Robot PLs (VAL, AML, PAL etc), Matlab, *Program Packages:* MS-Office (Word, Excel, PowerPoint etc), AutoCAD, MS-Project, MathCAD, Photoshop, SPSS, Statistica, QuarkXPress, RagTime, Acrobat Reader, MS-Reader, ResEdit, Aldus Freehand, Adobe Photoshop, Adobe Illustrator, 3DHome, Force, GlobalTrans etc. He can also use TRADOS Freelance and various translation software. Learns easily any package. *Internet:* Fluent, has his own sites. Can program in HTML. *Maintenance:* Can replace basic parts. He has intermediate knowledge in hardware.

### **A w a r d s a n d A c h i e v e m e n t s**

- Selected to the *2006-07 Directory of Professionals* by the International Who's Who Historical Society. 14.03.2006
- Has direct contribution to the awards (2005, 2006) of Papfen JSC as the Quality Management Representative of it.
- Has won the 1<sup>st</sup> Prize in the TQM Message competition of K.Maras Kagit San.ve Tic. A.S. , 17.03.1998
- Has been added to the *International Pulp & Paper Directory 1998* by Miller Freeman Publishing, NY, USA.
- Awarded with direct entrance for PhD and research studies abroad due his original MS thesis, 11.10.1991
- Graduated as the top 5<sup>th</sup> of the BU Mech.Eng.Dept. in 1987, was the top 54<sup>th</sup> in the university entrance exam of 1981.
- Various literary awards (1988 – 2003).

### **P r o f e s s i o n a l M e m b e r s h i p s**

- Member, *Turkish Chamber of Mechanical Engineers* (TMMOB, 1996, No.43764)
- Member, *Institute of Electrical and Electronics Engineers* (IEEE, 2006, No.80515762)
- Member, *Total Quality Management Association* (TSE-SJT, 02/2007),
- Member, *European Triz Association* (ETRIA, 2007)

### **O t h e r Q u a l i f i c a t i o n s a n d E x p e r i e n c e s**

- Has given seminars on technical drawing, QC, SPC, TQM, internal audits, and TPM at companies.
- Entered Yıldız University (1987) for MA in *Business Administration*, but did not continue the studies after 1<sup>st</sup> year.
- In addition to the above mentioned ones, he completed various short translation works for especially Kent Tercüme Danışmanlık Ltd. And Uzman Translation Ltd. Companies.
- Holds a B-Class driver licence (March 1994).