

UMIT ALTUG

FREELANCE TRANSLATOR – LOCALIZATION SPECIALIST

Certified & Sworn

Member of The Translators Association – Society of Authors (UK)

Member of ATA (American Translators Association)

Professional Profile

18 years of experience as translator. 13 years of formal English language education. Strong computer skills. Academic background. Accustomed to meeting very tight deadlines. High work capacity. Experience in working with international outsourcers. Can make test translation and submit samples and professional references.

Native Language: Turkish

Working Languages: English, Turkish

Work History

FREELANCE TRANSLATOR 1987 to Present - Retained by diverse clients and translation agencies at home and abroad. Started translating career with legal and financial texts. Evolved into technical translation and localization.

Fields of Specialization: IT (Hardware and Software) Business and Corporate Affairs, Law, EU Affairs and Acquis, Multimedia Applications, Audio Equipment, IT, Communication and Satellite Systems, Technology (Power Plants, Treatment Technology, Environmental Technology, Home Appliances, etc.).

Professional Code of Conduct

I abide by the **Code of Professional Conduct and Business Practices** of American Translators Association.

Quality Assurance and Best Practices

I apply and follow LISA Best Practices and LISA Quality Assurance Model (version 3.0) Guidelines.

Some Previous Projects

Some projects I completed are listed in the following pages:

- I. **Software Localization**
- II. **Web Site Translation & Localization**
- III. **Finance & Economics, International Affairs**
- IV. **Technical Translation & Content Localization**
- V. **Business, Law, Corporate Documents**

Some Previous Projects:

I. Software Localization

End Client	Project	Description
Microsoft (USA)	Microsoft Unified Partner Platform and Resource Directory Metropolis Software for MS Partners	Localization of the whole portal of Microsoft for MS Partners and for locating resources worldwide, including UI strings, Online Help, letters to the partners, UI strings of software, and online testing (over 70,000 words and 60 hours)
Microsoft (Ireland)	Microsoft Windows Media Server	Help files for MS Windows Server, about 40,000 words, html and asp files.
Microsoft (Ireland)	MSN Explorer	Online Help and Web Articles for Microsoft . Contains html, asp and js files.
Microsoft (UK)	Microsoft Software Management Guide	About 10,000 words, Word and Excel files for online documents.
Microsoft (Ireland)	Windows XP	Help Files of operating system of Microsoft , about 30,000 words.
Microsoft (Ireland)	Microsoft Access 2000	Help files, about 30.000 words.
Microsoft (Turkey)	AXA OYAK Application Framework (AOAF)	Documentation for infrastructure - application software infrastructure for new generation insurance applications, 12,000 words
Microsoft (Turkey)	-Sub-Contracting Agreement -Premier Support Services Agreement for Developers -End-User License Agreement -Proposal for Supply Chain Management Project for Dogus Automotive Holding Inc.	Various agreements and 14.400 words proposal for Microsoft solution with complete lifecycle management for the supply chain system for a major Turkish industry group.
Oracle	Oracle Applications	Help files of Payables, Receivables, Work in Progress, Human Resources, Purchasing, MRP Planning, Bill of Material, etc. modules, about 140.000 words, work highly praised by the outsourcer.
Oracle	Oracle Discoverer Plus	Online Help, about 36.000 words.
Workbrain	Workbrain Enterprise Solutions Suite	Localization of UI and Help for Enterprise workforce management software, 40,000 words, over 60 hours QC and online testing
Emptoris	Enterprise Supply Management Suite	Localization of Help files for procurement and purchasing solutions for strategic sourcing and business-to-business e-commerce software,
IMesh Ltd	IMesh (Online File Sharing Software)	Localization of GUI, menu commands, toolbars and messages

II. Web Site Translation & Localization

End Client	Project	Description
Yahoo!	Yahoo! Mail Help	Content localization of parts Online Help, including “Terms of Service ”, Privacy Help, Legal Notice
Hilton Ladbroke	Hilton Ladbroke Casino	Help files for online gaming web site
William Hill	William Hill Web Site	FAQ files of online betting site. About 25.000 words.
Hilton Ladbroke	Hilton Ladbroke Betting Site	Review/editing of online betting site
Konsul Slovenia	Web site at http://www.konsul.info/tur/index.htm	Translation of web site of Slovenian Translation Agency
Zoni Language Centers	Web site at http://www.zoni.com/html/language.htm	Translation of web site of an international ESL school

III. Finance & Economics, International Affairs

End Client	Project	Description
U.S. State Department	Course Materials for International Anti-Terrorism Course for Investigators and Prosecutors, Years 2003, 2004 & 2005	Includes Course on “Financial Underpinnings of Terrorism” (60,000 words), Course on “Pipeline Security” (25,000 words, MS Word files and PowerPoint slides), International Conventions, FATF Documents and Articles (16.000 words), Course “Weapons of Mass Destruction, Biological a & Chemical Hazards (50,000 words), Course on Explosives (70,000 words) - MS Word, Excel, HTML files and PowerPoint slides).
World Bank Turkey Country Office	<ul style="list-style-type: none"> -Country Assistance Strategy (CAS) Report - Country Economic Memorandum (CEM) -Social Risk Mitigation Project -Reform of Public Financial Management Project -Education Support Project -Consultancy Services Contract with Social Solidarity Fund of Turkey and annexed documents -Various draft bills and regulations on social welfare and assistance, employment, civil servants. -World Bank Institute Core Course Materials -OECD Publication Thematic Review: From Initial Education to Working Life (78.000 words). 	Various CA and CEM documents, project documents, feasibility reports and correspondence in connection with the projects funded by the World Bank. Turkish to English translation of bills, laws and regulation .
European Union Representation in Turkey	Pamphlets and information booklets, articles, project documentation	Articles in, <i>EC News</i> , <i>EU Bulletin</i> and <i>Avrupa Güncel</i> , project documents
European Commission - DG Research	Press Bulletins	Regular translation of press bulletins, since 2003

(Clients's name is not disclosed for confidentiality reasons)	Operational Agreements for the lease and use of certain airports in Turkey	Translation of agreements with the Administrations of various airports for the use of airports in connection with Iraq operation.
United Nations Development Program (UNDP) Regional Office	Mission Report on Reprofiting and Restructuring of Turkey Office	Translation of the report of the managerial team regarding the restructuring of the local office

IV. Technical Translation & Content Localization

End Client	Project	Description
Hewlett-Packard	LaserJet 1010, LaserJet 1150 & LaserJet 1300 series printers Deltic Firmware	Localization of online documentation for HP series printers.
Hewlett-Packard	Various Products	Regular proofreading/editing for the translations of HP product brochures since 2003
Lexmark	X73 Scanner/Printer/Copier	Online Documentation and Help.
Cyberlink	PowerDVD XP	Manual and help files of multimedia software, about 16.000 words.
Creative Technology, Ltd	Creative SB Audigy SB Audigy Platinum Audigy 2 Platinum SBLive! WebCam Nomad Wireless Mouse	Translation of online documentation + glossary preparation & terminology management + QA.
KYE Systems Corp	VideoCAM Smart300 Digital/Web Camera	Translation of User Manual for Digital/Web Camera
Nokia	5510, 6100 & 6310 Series Cellular Phones	Online documentation and user prompts.
Motorola	T205 Talkabout™ Cellular Phone	Glossary preparation + translation of about 10.000 words online manual and user prompts.
SAGEM	MYX-6 Cellular Phone	Translation of Manual, about 15.000 words
Samsung	Digimax V700, V50, A6, A63, D2-5M, etc. models	Translation of Manuals for Samsung Digital Cameras
Kyocera	Printer & Scanner	Translation of Documentation, 15,000 words
Volvo	FH16 Trucks Product Facts, Specifications, Brochures	Appr. 9,000 words
Marconi Communications (Turkey)	Engineering Manual Design Certification Specifications License Agreements	Over 200 pages of technical specifications
EURASIASAT SA EUTELSAT Dual-Feed Receiver Technical Manual	EUTELSAT Dual-Feed Receiver Technical Manual	Manual for satellite system
Preussag Wassertechnik	Technical Documentation and Operator's Manuals for Istanbul European Side Waste Water Treatment Plant	Technical documents for various bids for water treatment tenders in Turkey
GE Medical (Turkey)	Technical Manual of High-Speed Computer Tomography System	Technical Manual for CT

Sony Camcorder	User's Manual	Manual for Camcorder
Panasonic	KX-TCD650TR & KX-TCD725JMM Series Digital Telephones	User Manuals
Syneview	Holter ECG Analysis Software	Technical Documentation
Condair	CP Vapor Humidifier	Technical Documentation
Daikin	Air-Condition Equipment	User Manuals

V. Business, Law, Corporate Documents

End Client	Project	Description
Credit Suisse Boston	Information Memo and Strategy Reports	Translation of the reports prepared for the privatization of Turkish Airlines
PEPSI Bottling Group (UK)	Code of Conduct	Company's "Code of Conduct" and ethics guide
GE Turkey	"Integrity" (GE values)	Company's "Code of Conduct"
Merck International	"Our Values and Standards"	Code of Conduct Pamphlet
Schering-Plough	"Integrity Action Line", "Leading with Integrity"	Manual and posters on Corporate Ethics and Global Business Standards
ADM International	Code of Conduct	Corporate ethics manuals, posters, memos
Universal McCann	Employee Surveys	
Fairline Boats plc	Phantom, Squadron, Targa Brochures	Brochures for 3 models of yachts
SHELL Turkey	Legal documents and agreements	Supply Agreements, Internal Procedures, Circulars, Loan Agreements, Confidentiality Agreements
PSEG North American Coal Corporation	Legal documents, files for court and arbitration	Translation of legal documents, petitions, evidence related to a joint energy project in Turkey
Tepe Akfen Vie (TAV)	Ataturk Airport Terminal Project documents	Tender documents, specifications, for the extension of the terminal (40,000 words)
Ministry of Transportation (Turkey)	Sweroad Turkey Road Improvement and Traffic Safety Project reports	
Ministry of Agriculture (Turkey)	Agricultural Sector Reform Program for Restructuring of Agricultural Cooperatives, 1st and 2nd Mission Reports Submitted to the Ministry	
Japan International Cooperation Agency (JICA)	Youth and Education Programs	Information brochures on youth teacher education programs
Marubeni Co. (Turkey)	Financial Reports	Balance sheets, income statements, reports
Nissho Iwai Turley	Financial Reports	Balance sheets, income statements, reports
Century 21 Real Estate	Franchise Agreement, Sub-Franchise Agreement, Regional Policy Procedure Manual	

Language Specialist-Quality Assurance- Editing-Proofreading Work

World Bank - Turkish Higher Education Council Joint Project - Worked as Editor in the Project for the New Training Materials and Textbooks for Teacher's Higher Education, on a 6-months contract in 1995. Duties: Proofreading and quality check-editing translated textbooks.

European Union Representation (Turkey)- Linguistic Consultant to a Turkish Translation Agency for the translation of part of *acquis*. Ongoing work.

Education

MIDDLE EAST TECHNICAL UNIVERSITY, 1980-1984 Ankara, Turkey

Faculty of Economic and Administrative Sciences (General medium of instruction is English)

Bachelor of Science, Political Science and Public Administration

Graduated with **Honors** (3.23 CGPA over 4.00)

ANADOLU HIGH SCHOOL, 1973-1980 Ankara, Turkey (General medium of instruction is English)

PROFESSIONAL TRAINING

In-house localization training, seminars and courses on QA procedures, CAT tools (Trados, Transit Satellite).

Published Translations

* Marshal Berman, *All That is Solid Melts into Air*, İletişim Publication House, 1993

* (Various pamphlets and information booklets by EU Representation in Ankara, translation of articles in, *EC News*, *EU Bulletin* and *Avrupa Güncel*; Translation of articles in "Turkish Shipping World" published by the Chamber of Shipping)

Fiction

* J. G. Ballard, *Myths of the Near Future*, Ayrıntı, 1991

* Ursula Le Guin, *Diary of the Rose*, Ayrıntı, 1992

* Ursula Le Guin, *Left Hand of Darkness*, Ayrıntı, 1992

Resources

Hardware & Connection:

Intel Pentium IV 3.2 Ghz, 1 GB RAM, 512 Kbps ADLS connection, Back-up System, back-up computer for installing builds, back-up ISP for connectivity problems

Software:

Operating System: Windows XP Professional with SP2

CAT Software: SDL Trados 7.1 Freelance, Transit Satellite, SDLX Lite

Localization Tools: MS Localization Studio 4.51, MS Helium 3.0, Passolo

Applications: Office 2003 Professional, Adobe Acrobat 7.0

Word Processor: MS Word XP

Text/Hex Editor: UltraEdit 6.10

DTP: Adobe InDesign 2.0, Adobe Framemaker 5.5, QuarkXpress 4.10

Quality Assurance Software: LISA QA Model 3.0

Work Capacity:

3.000 words per day. Available on 24 hours/7 days basis

Personal Reference Library

Over 400 specialized technical dictionaries as hard-copy or in electronic media (including copies published for internal use by public agencies and corporations), TMs and Multiterm Glossaries from previous assignments.