



## TUNA GUNTURKUN

CERTIFIED TRANSLATOR & INTERPRETER  
TURKISH – ENGLISH

### PROFILE

I have been offering translation and interpretation services for governmental and private clients since 2012. I have specialized in consecutive and simultaneous interpretations in private business trips and governmental visits. I provide excellent tailor-made translations as per the individual characteristics of my clients so that I improve their communication with their clients, government agencies and other parties they may need to get in touch with.

### CONTACT

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### SERVICES

- Governmental Visits
- Technical Translations
- Internationalization
- Live speaking presentations
- Simultaneous Interpretation
- Consecutive Interpretation
- Business Meetings
- Conferences
- Legal Translation
- Teleconferences
- Online Meetings

### KEY SKILLS & CHARACTERISTICS

- Excellent Verbal, Non-Verbal and Written Communication Skills
- Adherence to Deadlines
- Ability to adapt to challenges when they arise
- Remain aware of professional roles & boundaries
- Ability to interact with people easily and efficiently
- Creative Thinking
- Memoq & Trados
- Cultural Intelligence and Awareness

### REFERENCES

Available upon request

## EXPERIENCE

### FREELANCE TRANSLATION & INTERPRETATION

- **Prime Translation Services, TR**  
Document Translation, Consecutive & Simultaneous Interpretation since 2012
- **Karanfil Translation Services, TR**  
Document Translation, Consecutive & Simultaneous Interpretation since 2012
- **ECM B. V, NL**  
Document Translation, Consecutive & Simultaneous Interpretation since 2016
- **Israeli Embassy in Turkey**  
Document Translation, Consecutive & Simultaneous Interpretation since 2016
- **Israeli Dignitary Protection Agency, IL**  
Document Translation, Consecutive & Simultaneous Interpretation since 2016
- **Eaton Corporation**  
Document Translation, Consecutive & Simultaneous Interpretation since 2020  
*Projects I have completed in Eaton:* SAP Trainings, Xiria 1250, Magnefix, MFG Strategy: SOLAR 4, Xiria 630, Velocity EHS Software Training, UX Insulator & Wall Tube Assembly, SAP Storage Trainings, QTC Trainings, Cold Shrink Program Mold Design, All Customer Audits, SAP Procurement Trainings
- **Stryker**  
Document Translation, Consecutive & Simultaneous Interpretation since 2017
- **Turkish National Police**  
Document Translation, Consecutive & Simultaneous Interpretation since 2018  
*Departments I have worked in:* Department of Information Technologies (2018), Foreign Relations Department (2018), Interpol (2018), Police Intelligence Department (2019), Public Order Department (2019), Dog Training Center (2021 & 2022), Counter-Smuggling and Organized Crime Department (2019 & 2022), Police Forensic Laboratories (2020 & 2022), Counter Narcotics Department (2020 & 2022)
- **OTOKAR Otomotiv ve Savunma Sanayi A.Ş.**  
Consecutive & Simultaneous Interpretation since 2016
- **WeGlobal**  
Document Translation, Consecutive & Simultaneous Interpretation in EU Project Study Visits since 2022  
- Technical Assistance for Increasing Border Surveillance Capacity at Turkey's Eastern Borders
- **Medipol University**  
Consecutive & Simultaneous Interpretation since 2021  
- *Faculty of Law* – Law on Earthquake in the light of International and National Judicial Decisions – May 2021  
- *Faculty of Law* - International Medical Law Congress – November 2021
- **Eastern Mediterranean University**  
Consecutive & Simultaneous Interpretation since 2022  
- *Faculty of Law* - International Conference on “Constitutional Democracy and The Rule of Law: Mediterranean Perspectives” – Northern Cyprus – 2022
- **European Union Projects**  
I have provided document translation services for inception reports, project files, contracts and final reports of the following European Union Projects:  
- Power Association Against Women's Violence Project in 2016  
- Technical Assistance on Supporting the Public Institutions for Tender Preparations in 2018  
- Technical Assistance on Preparation of River Basin Management Plans for Six Basins in 2021  
- Enhancement of Institution and Administrative Capacity of Directorate of Transport, Maritime Affairs and Communication Research Centre in 2021  
- Technical Assistance for Assessment of Turkey's Potential on Transition to Circular Economy in 2022  
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