Contact

London, UK
4407733696983 (Work)
linguaphiletranslation@gmail.com

www.linkedin.com/in/nazaltinay (LinkedIn)

Top Skills

Public Order Offences
Public Order
Offences

Languages

English (Native or Bilingual)
Turkish (Native or Bilingual)
Spanish (Limited Working)
Portuguese (Elementary)

Certifications

TESOL
Offensive Weapons
Code of Conduct for Interpreters
Domestic Violence

Publications

Insanity in Ginsberg's and Epstein's Howl from a Foucauldian Point of View
Cloud Nine ve Türkiye'de Cinsiyet Politikaları
Amatörler için Psikanaliz
Bilinçdışı
1984

Naz Altinay, DPSI

DPSI and GCP Certified, Turkish - English Chartered and HIPAA Compliant Translator, Interpreter Specialized in Legal, Medical and Academic Fields, MCIL, CIL Copywriter, Content Writer, ESOL Teacher

London, England, United Kingdom

Summary

• Multilingual: Turkish, English.
• Cosmopolitan: At ease living among different cultures.
• Copywriting in English and Turkish
• Translation (Turkish < > English): technical, medical, financial, academic, legal, marketing, subtitling.
• Book translator with 5 published book translation in Turkish including 1984 by George Orwell
• Interpreting (Turkish < > English): consecutive, court
• Editing: proofreading, technical
• Writing: web, academic, copy
• EFL instruction

What are my areas of speciality?
• Law
• Official documents
• Professional communication
• Technical
• Finance
• Cinema & TV
• Academia
• Web content
• Promotional materials

Who have I worked for?
• NHS
• Ministry of Defense
• FCDO (Foreign, Commonwealth and Development Office)
• Home Office
• Giorgio Armani
• Akbank
• Abalioglu

• City of Umraniye
• Buyukharf Press
• Altikirkbes Press
• TCDD (Turkish State Railways)
• Ege University
• Turkish Ministry of Tourism & Culture
• DHL
• JTI (Japanese Tobacco International)

Experience

The Bigword
Legal Transcriptionist
November 2024 - Present (1 year 3 months)
London Area, United Kingdom

Transcribe audio recordings, legal dictations, court hearings, depositions, and other legal proceedings into written format.

Proofread and edit transcriptions for accuracy, grammar, and formatting in compliance with legal standards.

Ensure confidentiality and security of sensitive legal information.

Format documents according to legal standards and specific client requirements.

Verify and cross-check legal terminology, citations, and references.

Manage multiple transcription tasks simultaneously, prioritizing based on deadlines.

Communicate with legal professionals, such as attorneys and paralegals, to clarify audio content when needed.

LanguageLine Solutions
Turkish Medical Interpreter
October 2023 - Present (2 years 4 months)
London, England, United Kingdom

Interpretation in Healthcare Settings:

Provide accurate, clear, and culturally sensitive interpretation for patients and healthcare professionals in various medical settings, including hospitals, GP practices, clinics, and private practices.
Facilitate communication during medical consultations, doctor's appointments, and emergency situations to ensure the effective exchange of information between patients and healthcare providers.

Consecutive and Simultaneous Interpretation:
Offer both consecutive and simultaneous interpreting services during medical sessions, including complex medical terminology and patient-specific medical histories.
Assist in interpretation for both in-person and remote consultations, ensuring accurate communication for both face-to-face and virtual appointments.

Regulatory Compliance and Confidentiality:
Adhere to HIPAA (Health Insurance Portability and Accountability Act) and other relevant healthcare regulations to ensure patient confidentiality is maintained during the interpretation process.
Ensure that all interpretations are in compliance with local and international health and safety guidelines.

Collaboration with Healthcare Professionals:
Work closely with doctors, nurses, social workers, and other medical professionals to support accurate medical decision-making by facilitating clear communication.
Liaise with medical teams to ensure medical instructions, diagnoses, treatment plans, and patient concerns are clearly conveyed and understood.

Medical Documentation Support:
Assist in translating medical forms, patient histories, and other documentation as required.
Provide translations for discharge instructions, consent forms, and treatment plans to ensure patients have a full understanding of their healthcare needs.

Jeenie
Turkish Interpreter
October 2023 - Present (2 years 4 months)
London, England, United Kingdom

Interpretation in Healthcare Settings:

Provide accurate, clear, and culturally sensitive interpretation for patients and healthcare professionals in various medical settings, including hospitals, GP practices, clinics, and private practices.
Facilitate communication during medical consultations, doctor's appointments, and emergency situations to ensure the effective exchange of information between patients and healthcare providers.
Medical Documentation Support:
Assist in translating medical forms, patient histories, and other documentation as required.
Provide translations for discharge instructions, consent forms, and treatment plans to ensure patients have a full understanding of their healthcare needs.
Cultural Sensitivity in Healthcare Communication:
Apply cultural competency to bridge language barriers and enhance patient comfort in multicultural healthcare settings.
Adapt interpretations to reflect cultural nuances, ensuring that patients' beliefs and values are respected.
Patient Advocacy and Emotional Support:
Act as a neutral party in sensitive or emotional situations, ensuring that both healthcare providers and patients fully understand each other's concerns.
Help alleviate patient anxiety by offering clear, empathetic communication and ensuring their needs are effectively conveyed.
Continuous Professional Development:
Stay up-to-date with medical terminology, healthcare regulations, and interpreting techniques to provide the highest standard of service.
Regularly participate in training sessions, webinars, and other professional development opportunities to enhance interpreting skills and knowledge.
Quality Assurance and Feedback:
Participate in feedback sessions to improve the quality and accuracy of medical interpretations.
Work with healthcare providers and language service teams to continually improve communication workflows and ensure optimal patient outcomes.

thebigword
Turkish Court/Medical Interpreter
September 2023 - Present (2 years 5 months)
London, England, United Kingdom

Interpret for patients, clients and end-users who speak limited or no English at all.
Duties will also include attending hospitals, GP Practices, Social Services, Job Centres and other public and private sector organisations. As a community

interpreter, you may also attend Home Visits to provide interpretation services for patients and clients at their premises but you will always be accompanied by a professional.
Court Interpreter
Provide consecutive and simultaneous interpretation services for court proceedings, including trials, depositions, hearings, and attorney-client meetings.
Accurately translate spoken and written legal terminology, including complex legal concepts, while maintaining meaning, tone, and register.
Assist in bridging cultural and linguistic differences to ensure effective communication.
Maintain impartiality, confidentiality, and professionalism at all times.
Adhere to ethical standards and the Code of Conduct for court interpreters.
Prepare for assignments by reviewing case materials, legal documents, and terminology as required.
Work with judges, attorneys, and other legal professionals to clarify interpretation needs and ensure seamless communication.

Word360
Turkish Medical Interpreter
August 2023 - Present (2 years 6 months)
London, England, United Kingdom

Interpreting for NHS consultations, doctor appointments and clients with medical needs.

IQVIA
Medical Translator
January 2023 - Present (3 years 1 month)
London, England, United Kingdom

Translate pharmaceutical documents between English and Turkish.
Review and proofread translated documents for accuracy, clarity, and consistency.
Adapt translations to meet regulatory and cultural standards of the target market.
Collaborate with subject matter experts to clarify complex technical terms or concepts.
Maintain strict confidentiality of sensitive pharmaceutical data.
Stay updated on industry trends, terminology, and regulatory changes.
Use translation tools and software to ensure efficiency and consistency in translation projects such as MemoQ and SDL Trados

Collaboration with Multidisciplinary Teams:

Liaise with pharmacologists, medical writers, and legal teams to ensure clarity and accuracy in documents.
Participate in cross-functional meetings to discuss project timelines, quality benchmarks, and translation challenges.
Efficient Use of Technology:

Utilize Computer-Assisted Translation (CAT) tools like SDL Trados or MemoQ to improve efficiency and maintain consistency.
Stay updated on new translation software and tools for better productivity.
Research and Adaptation:

Conduct thorough research on pharmaceutical terms, cultural nuances, and language-specific requirements.
Adapt documents to ensure they are accessible and understandable to the target audience, including healthcare professionals, regulatory bodies, and patients.
Confidentiality and Data Security:

Handle sensitive pharmaceutical data with the utmost confidentiality.
Comply with Non-Disclosure Agreements (NDAs) and company data security policies.
Continuous Learning:

Keep abreast of developments in the pharmaceutical and medical fields, including emerging drugs, new regulations, and changes in medical terminology.
Troubleshooting Translation Challenges:

Resolve linguistic and formatting issues that may arise during translation.
Provide solutions for translating idiomatic or culture-specific expressions into appropriate equivalents for the target audience.

Linguaphile Translation and Tutoring
Chief Executive Officer
March 2021 - Present (4 years 11 months)
London, England, United Kingdom

Translation management

Clarify project parameters and negotiate deadlines and rates with partners/clients.
Organize and lead project team. Establish and maintain excellent relationships
with virtual translators and editors globally.
Plan and coordinate resources; calculate resource requirements taking into account the schedule and size of the project; react in a rapid and flexible way to
modifications to the schedule or size of the project. This may include recruitment of translator team and/or logging new jobs and preparing work orders in Workspace.
Assure consistent and timely collaboration and communication among the different teams and to the partner. Manage the flow of information between all members of the project.
Promote consistent communication with partner organizations, assuring they are kept up to date on progress of project, and seek feedback throughout the process.
Ensure the overall quality of projects and coordinate quality assurance processes.
Analyze, organize, troubleshoot, and solve problems with available resource and
in coordination with TWB team.
Manage project finances, and assure project stays within budget.
Perform project close tasks such as: archiving, organizing, conducting, and summarizing post-project reviews.
Synthesize and disseminate learnings to improve best practices in project management, workflows, and related processes.
May serve as ad hoc project manager on projects that require a limited degree of
project management.
Performs other tasks as assigned.

İnkılap Publishing House
Book Translator
February 2021 - Present (5 years)
Istanbul, Türkiye

- Translated the book "1984" by George Orwell from English to Turkish.
- Still translating the book named "Keep the Aspidistra Flying" by George Orwell.

PAB Languages Centre

Medical Translator

January 2021 - Present (5 years 1 month)

Nottingham, England, United Kingdom

Translation of Technical Documents:

Translate a variety of pharmaceutical materials, including:

Clinical trial protocols and results.

Drug leaflets and patient information brochures.

Regulatory submissions (e.g., FDA, EMA, MHRA).

Research articles and publications.

Marketing materials for pharmaceutical products.

Terminology Management:

Develop and maintain a terminology database to ensure consistency in the use of pharmaceutical terms across documents.

Work closely with subject matter experts to verify the accuracy of technical terms and resolve ambiguities.

Quality Assurance:

Proofread and edit translated content for accuracy, cultural relevance, and adherence to industry standards.

Perform back-translations and validation checks when required by regulatory bodies.

Compliance with Regulatory Standards:

Ensure that translations meet the guidelines of regulatory authorities (e.g., Good Manufacturing Practices, ICH, or local healthcare regulations).

Adapt content to meet the linguistic and cultural requirements of specific regions while maintaining compliance.

European Schoolnet

Translator

October 2022 - April 2024 (1 year 7 months)

Brussels, Brussels Region, Belgium

Translation of primarily contents of EU Schoolnet for their website.

Beeontrade

Search Engine Optimization Specialist

February 2023 - September 2023 (8 months)

United Kingdom

program in HTML, CSS and JavaScript to ensure the site is accessible and easy to follow and for increased interaction with visitors - this may involve working on video and PDFs

run pay-per-click (PPC) campaigns to increase revenue through sponsored online advertising
write original content for webpages - tailored for the target audience
make technical recommendations to developers
constantly check search terms, rankings and analytics to monitor performance of client websites and make recommendations for improvement
engage with other businesses (affiliates) over link-building opportunities, to bring in paid commission for driving customers to their websites
employ user experience (UX) and conversion rate optimisation methods to turn visitors into more active users and to help improve website performance
drive targeted and loyal traffic to a website by community building
use social media to distribute content and encourage more external sites to link to your content - giving you more authority
develop and integrate content marketing strategies
monitor the algorithms set by the search engines to keep up to date with changes.

The Hall
Content Writer
March 2021 - June 2023 (2 years 4 months)
London, England, United Kingdom

Conducting in-depth research on industry-related topics in order to develop original content.
Developing content for blogs, articles, product descriptions, social media, and the company website.
Assisting the marketing team in developing content for advertising campaigns.
Proofreading content for errors and inconsistencies.
Editing and polishing existing content to improve readability.
Conducting keyword research and using SEO best practices to increase traffic to the company website.
Creating compelling headlines and body copy that will capture the attention of the target audience.
Identifying customers’ needs and recommending new content to address gaps in the company's current content.

Tümce Tercüme
Freelance Translator
February 2017 - February 2023 (6 years 1 month)
Bursa, Türkiye

Key Responsibilities:

1. Document Translation

Translate technical manuals, specifications, training materials, regulatory documents, and system operation guides related to automotive and railway systems.

Ensure the translation preserves technical accuracy, intent, and readability in the target language.

2. Terminology Management

Create and maintain glossaries, terminology databases, and translation memories specific to automotive and railway terminologies.

Collaborate with engineers and technical experts to verify the accuracy of technical terms.

3. Cross-functional Collaboration

Work closely with design, engineering, and regulatory teams to ensure technical documents align with industry standards and project requirements.

Liaise with project managers to prioritize and manage translation tasks within deadlines.

4. Quality Assurance

Review and proofread translations to ensure consistency, accuracy, and adherence to client-specific guidelines.

Conduct quality checks on translated materials for grammar, syntax, and style compliance.

5. Research and Analysis

Stay updated on developments and innovations in the automotive and railway industries to understand new terminologies and concepts.

Research technical processes, machinery, and systems to ensure precise translations.

6. Localization

Adapt translated materials to align with the cultural and linguistic preferences of the target audience.

Ensure localized content complies with regional regulatory requirements in the automotive and railway sectors.

7. Compliance and Standards

Adhere to industry-specific standards such as ISO/TS 16949, IRIS (International Railway Industry Standard), or other applicable quality management systems.

Ensure technical translations meet safety regulations and industry norms.

The Language Shop Ltd

Language Assessor

September 2022 - January 2023 (5 months)

London, England, United Kingdom

Evaluated and conducted language exams for the government.
Degree marking for Reading, Listening, Speaking and Writing of students (Consul General and officers that will be stationed in British Consulate in Turkey).

Global Immigration Law
Freelance Interpreter
July 2021 - July 2022 (1 year 1 month)
London, England, United Kingdom

Providing contract-based translation, localization and interpreting services to the law firm. Translation of legal texts, interpreting for the clients and website localization services.

ONCALL Interpreters & Translators
Telephone Interpreter
July 2021 - June 2022 (1 year)
London, England, United Kingdom

Büyükharf Yayın-Yapım
Content Editor
January 2021 - June 2022 (1 year 6 months)
Ankara, Turkey

Content creation
- Writing articles for Tourism and Culture Magazines of the Turkish Ministry of Tourism
- Writing albums and book reviews
- Editing the magazine for English and Turkish articles

Copywriter Collective London
Creative Copywriter
January 2021 - June 2022 (1 year 6 months)
London

Creating contents regarding music genres, albums, bands and musicians
Preparing interview questions for interviews with musicians, bands and artists
Researching target audiences, including their demographics and behaviors, to create effective marketing campaigns
Writing original advertising copy for television, radio, print, or online ads
Collaborating with art directors and graphic designers to ensure that advertisements are visually appealing and effective

Conducting surveys and focus groups to test different advertising strategies
Developing branding strategies, including taglines and slogans, for products or companies
Identifying new opportunities for growth within an organization by researching industry trends
Reviewing competitor ads to identify possible areas for improvement in existing products or services
Reviewing website content to ensure that it is written clearly and concisely
Developing advertising campaigns including commercials, brochures, direct mail pieces, and billboards

Home of Performance
Copywriter
January 2020 - March 2022 (2 years 3 months)
London

Copywriting for marketing materials of companies in the textile, fashion and arts sector.

IYUNO Media Group
Subtitle Translator
December 2018 - September 2021 (2 years 10 months)
Korea

Subtitle translation of Korean series.

Sentro Yabancı Dil Hizmetleri ve Danışmanlık Ltd. Şti.
Freelance Consecutive Translator
September 2017 - September 2021 (4 years 1 month)
Izmir, Turkey

Consecutive Translation in different projects.

Synergium Sweden AB
Remote Translator
February 2017 - September 2020 (3 years 8 months)
İzmir, Türkiye

İkilem Yayınları
Book Translator
March 2018 - August 2020 (2 years 6 months)
İzmir, Türkiye

Translated the following books from English into Turkish:

Self Mastery Through Conscious Autosuggestion - Emile Coue

The Question of Lay Analysis - Sigmund Freud

The Unconscious – Sigmund Freud

Yörsan
Consecutive Interpreter
June 2018 - June 2018 (1 month)
Susurluk

Project based consecutive translation for the technicians

JTI (Japan Tobacco International)
Consecutive Translator
April 2018 - May 2018 (2 months)
Torbali Mah., İzmir, Türkiye

Project-based consecutive translation for the SCADA training

Ithaki Yayinlari
English Translator
July 2014 - April 2015 (10 months)

Book translation

Ankara University
Lecturer
September 2014 - February 2015 (6 months)

English Lecturer

Ege Üniversitesi 50. Yıl Sanat Köşkü
Subtitle Translator
September 2011 - February 2012 (6 months)
İzmir, Türkiye

Film Çevirmeni

Education

Ege University
Bachelor's degree, American Culture and Literature · (2009 - 2014)

Ankara University
Master's degree, Comparative International Relations · (2014 - 2016)

Universidade do Porto

Bachelor's degree, American Culture and Literature · (2013 - 2014)

Ege University

Pedagogical Formation, Teaching English as a Second or Foreign Language/ ESL Language Instructor · (2015 - 2016)

International School of Linguists

DPSI, Diploma in Public Service Interpreting · (March 2025 - December 2025)