

İREM GENÇ

Address: Seville, Spain
Phone: +34 661 050 448
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SUMMARY

Experienced Project Coordinator with over 3 years of managing localization and translation projects, ensuring efficient project execution, client satisfaction, and high-quality deliverables. Skilled in budgeting, liaising with vendors, and meeting tight deadlines in fast-paced environments. Passionate about leveraging my organizational and problem-solving skills to drive successful project outcomes.

WORK EXPERIENCE

Project Coordinator & MTPE Specialist – INKITT 2023 - Present

- Onboarded and coordinated 10+ freelancers with internal and external stakeholders
- Negotiated vendor contracts and rates, resulting in a 15% reduction in costs without compromising on quality.
- Managed the full lifecycle of 10+ books in English, Turkish and Spanish and utilized Asana for agile project management, streamlining workflows and ensuring 100% on-time delivery.
- Defined clear workflows for freelancers and reduced delivery time communication issues 30% (our book publishing rate increased in 3 months)
- Edited and enhanced around 300,000 words of machine-translated books to ensure clarity, accuracy, and adherence to editorial standards.

Subtitler, QC'er – IYUNO SDI GROUP 2022 - 2023

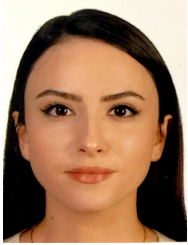
- Delivered 10+ subtitle projects by performing final eye review, translation, quality assurance, and reporting, ensuring timely completion for clients like Netflix, HBO, and Disney+, while maintaining a 100% on-time delivery rate.
- Collaborated with internal and external marketing and sales teams to ensure subtitles aligned with brand tone, improving audience engagement.

Freelance Linguist – CENTIFIC 2021 - Present

- Managed 20+ linguistic projects across MTPE, MT, HT, localization, and QA for clients in publishing, entertainment, and e-commerce, consistently meeting deadlines.
- Delivered 95% on-time completion for translation and review tasks between English, Spanish, and Turkish, ensuring high-quality outputs in line with client expectations.
- Played a key role in the localization of content and quality assurance, contributing to a significant increase in engagement for localized products.

Editorial Project Coordinator – EPSILON PUBLISHING HOUSE 2020 - 2021

- Streamlined publishing processes through regular communication and feedback loops with internal and external stakeholders, including vendor management, resulting in a 15% increase in on-time project completion via introducing monday.com driven kanban board system.
- Successfully coordinated over 50 editorial projects, achieving a 98% on-time delivery rate.
- Played a key role in enhancing content quality, contributing to a 10% increase in audience engagement.
- Managed project finances, including budgeting for translation and localization projects valued at over \$100K.



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Native Turkish linguist with 3+ years of experience in translation, editing, and localization QA, with a strong focus on audiovisual translation and MTPE. Adept at handling subtitles, dialogue, and culturally sensitive content with attention to tone, timing, and audience expectations. With a deep understanding of narrative structure and interactive media through audiovisual work, I'm now looking to apply these skills in game localization, where storytelling and linguistic precision go hand in hand.

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English Teaching Assistant – ACADEMIA AHOY Córdoba, Spain

2019 - 2020

- Designed and delivered interactive lesson plans in collaboration with an international team of educators, fostering an engaging and dynamic learning environment.
- Organized and led English workshops with parents, local community groups, and school administrators.

Book Translator – VARIOUS PUBLISHING HOUSES

2018 - Present

- Translated 10+ books, all of which were published, including fiction, non-fiction, and children's literature, from English and Spanish to Turkish.

EDUCATION

Audiovisual Translation (EN>ES) | Master's Degree
ISTRAD

2024 - Present

English Language and Literature | Bachelor's Degree
Boğaziçi University

2015 - 2019

SKILLS

- Languages:
 - Turkish, Native
 - English, C1
 - Spanish, C1
- Subtitle Tools:
 - VisualSubSync
 - Subtitle Edit
 - Aegisub
 - Oona Subtitling Software
- CAT Tools:
 - Smartcat
- Project Management Tools:
 - Asana, Todoist, Trello, Notion, Monday
- QA Tools:
 - XBench
- MS Office Suite:
 - Word, Excel, PowerPoint

CERTIFICATES

- Machine Translation Post-Editing by RWS Group
- Localización y Traducción Audiovisual: Primeros Pasos y Trucos Ninja by Traduversia
- Crash Course in Localization by Lokalise