

# Mustafa SAĞLAM



## Personal Information

Surname(s)/First names **Sağlam Mustafa**  
Address(es) Barbaros Mahallesi Ferdi Üner Sokak Yeşiltepe Apt. Nu:7  
Üsküdar/İSTANBUL  
Telephone(s) +905323306026  
E-mail(s) [msaglam\\_99@yahoo.com](mailto:msaglam_99@yahoo.com)  
Nationality Turkish  
Date of Birth May 15, 1976  
Gender Male

## Work Experience

Dates March 2017 -  
Occupation or position held Freelance Translator / Interpreter  
Main Activities responsibilities Translating medical and technical documents from Turkish to English and English to Turkish.  
Technical translations for Corning Gorilla Glass, CNH Industrial, and Aardwolf Inc.  
Name and Adress of Employer CHL Localization Crystal Hues Limited  
522 Ansal Tower, 38 Nehru Place, New Delhi - 110 019, India  
iTransmaster Solutions Pvt. Ltd. No.88-4/5, Begur Hobli, Singasandra Bangalore-560068  
Dates March 2017-  
Occupation or position held English Language Instructor  
Main Activities responsibilities Teaching evening courses of TOEFL, IELTS and YDS.  
Name and Adress of Employer 29TH MAY UNIVERSITY  
İcadiye-Bağlarbaşı Caddesi, No: 40, 34662  
Üsküdar / İSTANBUL  
Dates March 2017 -  
Type of the business or sector Planning and Managing Military Training  
Dates June 2012- March 2017  
Occupation or position held Liaison Officer to the Office Defense Co-operation – Turkey  
Main Activities responsibilities Managing International Training Programs between US and Turkish Governments through IMET, FMS and CTFP.  
Interpretation jobs during military talks  
Name and address of the employer Inonu Boulevard No:94 Bakanlıklar, Ankara  
Type of business or sector Turkish Army  
Dates May 2009 – June 2012

Occupation or position held	Turkish Military Academy English Language Instructor
Main Activities responsibilities	Teaching TOEFL and Translation of Advanced Military Texts courses Special Translator to the School Commandant
Name and Address of the Employer	Turkish Military Academy ÇANKAYA / ANKARA
Type of business or sector	State School
Dates	May 1999- May 2009
Occupation or position held	Kuleli Military High School English Language Instructor
Main activities and responsibilities	Multimedia applications in language teaching, Manager of the Evaluation and Assessment Department, Instructor for Speaking Courses, Instructor for Speaking Clubs
Name and Address of the employer	Kuleli Military High School CENGELKOY/ISTANBUL
Type of Business or Sector	State School
Dates	May 2004-June 2009
Occupation or position held	NLP English Language Instructor (Part-time Job)
Main Responsibilities and Activities	IBT TOEFL Instructor (Part-time Job) Reading and TWE courses

**Education and Training**

Dates and School	2002-2005 Boğaziçi University English Language Teaching (ELT) Department
Title of qualification awarded	Master of Arts
Principal Subjects/ Occupational Skills Covered	ELT; Evaluation and Assessment; Basic Principles of Language Acquisition; Teaching of Writing and Speaking.
Dates and School	1995-1999 Hacettepe University English Language Teaching Department
Title of qualification awarded	Bachelor of Arts
Principal Subjects/ Occupational Skills Covered	ELT; Teaching Writing; Advanced Vocabulary and Speaking; Computer Assisted Language Teaching
Dates and Organization	May 2004-October 2004 Defense Language Institute (DLI) San Antonio, TX, USA
Principal Subjects/ Occupational Skills Covered	Advanced Language Skills Resident Course
Dates and Organization	June 2011 – December 2011 2004 Defense Language Institute (DLI) San Antonio, TX, USA
Principal Subjects/ Occupational Skills Covered	Advanced Language Skills III / TOEFL Instructors Resident Course
Dates and Organization	October 2012 – November 2012 Defense Institute of Security Studies (SCM-I) Dayton, Ohio, USA
Principal Subjects	International Purchaser, Logistics and Finance Resident Course

**Personal Skills and**

## **Competences**

Computer Skills	All Microsoft Office Software and Apps Multimedia Builder Software SDL Trados Studio 2014 Matecat Wordfast
Social Skills	Communicative, Outgoing, Punctual and Responsible
Artistic Skills	Turkish Painting Art: Marbling