



EDUCATION

2016-2019

Middle East Political Economy (Ph.D.– 97,5)
Marmara University – İstanbul



2007-2009

Middle East Economy (M.A– 82)
Marmara University – İstanbul



2000- 2004

Sociology (B.A – 67.83)
Istanbul University – İstanbul



WORK EXPERIENCE

06.08.2008 – 31.03.2019

Project Assistant Specialist
Turkish Red Crescent (TRC)



- Ensuring an effective coordination among supportive departments.
- Following up the administrative issues related to project implementation including,
- Communication with the field team to ensure commitment to the work plans and keep tracking the numbers of distributed items.
- Working with Project Manager on preparing the stock releases and ensuring well-documentation of related activities/operations.
- Assisting the Project Manager in collecting the needed information, if any, for reporting and proposal writing purposes.
- Performing any other tasks upon request.

09.2016 –10.2017

Project Assistant Specialist
Republic of Turkey Social Security Institution



- Responsible for implementation of the “Woman Employment through Child Care Services at Home Project” (funded by European Union (EU)
- conduction of regular home visits.
- preparation of necessary meetings and submission of reports.
- Support the marketing team in daily administrative tasks
- Prepare and deliver promotional presentations
- Assisting the Project Manager in collecting the needed information, if any, for reporting and proposal writing purposes.
- Performing any other tasks upon request.

10.2010 – 02.2016

Middle East Regional Sales Representative
-Firat Plastics Co. Ltd.

-Altındağ Alimun. Metal, Ind. and Trade Co., Ltd.

-Kızildeniz Constr. and Foreign Trade Co.Ltd.



- Help distribute sale and marketing materials
- Perform market analysis
- Coordinate the department’s activities
- Prepare marketing presentations
- Support marketing executives in organizing various projects
- Help marketing events
- Support the marketing team in daily administrative tasks
- Prepare and deliver promotional presentations

SKILLS & COMPETENCES

Strategic Planning

Coordination

Project Management

Analysing & Reporting

Presentation Skills

MS Office Knowledge

Communication

Customer Focus

Analytic Thinking

Creativity

CERTIFICATES & PROJECTS

Tent Insulation Project (2019)

Preparation, implementation and supervision of the project in Syria.

The CCCM (Camp Coordination and Camp Management) (2018)

Took training by IOM and UNHCR between 27-29 November 2018 at Gaziantep.

Support Of Registered Women's Employment Through Home Child Care Services Project (2006-2017)

Monetary support to women with working children

Effective Communication (2016)

Took training in The International Institute for Training Consulting Professionals

Sales and Marketing Relationships Training (2011)

Took place in the sales - marketing and successfully completed the program.

Import Export Training(2011)

Took place in Import – Export Training and successfully completed the program.

Strategic Sales Training (2011)

Participated in Strategic certificate program

Body Language and Image Management Training (2010)

Took training in The International Institute for Training Consulting Professionals

LANGUAGES

English



Turkish



Arabic



INTERESTS



Reading |



Traveling