|  |  |
| --- | --- |
| **Skills & Competences** | **Languages** |
| Research and finding the data needed | Turkish, English, Polish |
| Following latest tech trends and applying them in available tasks |  |
| Becoming self-taught about any subject through researches and practices   |  | | --- | | Trustworthness & Ethics | | Ambition and goal orientation | | Teamwork | | Flexibity | | Thinking through scientific explanations | | **Interests**  Physics, Chemistry, Computer Programming, Self-education, Micro-economy, Reading about tech, science and business world, Fitness, Cooking, Video games |
| Critical thinking |  |
| Creating cost-effective solutions | **Education** |
| Verbal and written communication   |  | | --- | | 2D designing background (Adobe Photoshop, Illustrator, InDesign) | |  | |  | |  | |  |  |  | | --- | |  | |  | |  | |  | |  | |  | | **Bachelor Of Polish Language And Literature** Ankara University, Turkey (2005-2010)University of Łódź, Poland – ERASMUS PROGRAM (02.2010-07.2010) **References**  **Mr. Rafał Trochimiuk –** *PolandTurkey* **– Manager**  **tel:** +48 607 163 405  **e-mail:** [**rafal@polandturkey.com**](mailto:rafal@polandturkey.com)  **Mr. Marek Nowakowski –** *Polish – Turkish Chamber Of Commerce* **– President**  **tel:** +48 512 731 288  **e-mail:**[**marek.nowakowski@ptcoc.eu**](http://www.ptcoc.eu/\) |

# **Work Experience**

**Turkish Business Coordinator, Translator**

### Business Portal PolandTurkey.com, Warsaw – 11.2015 – 09.2016

I started working here after the reference of Mr. Counsellor from Commercial Of Turkish Embassy. Polandturkey.com is founded by the contribution of Polish – Turkish Chamber of Commerce in Warsaw. My main responsibility was to make cold-calling and sending emails to Turkish entities, inviting them to portal, making business contacts, opening new business deals between Polish and Turkish entities. I was also responsible for translation of latest economy and trading events and news in Poland in turkish and publishing them in website.

**Market Analyst, Translator**

### Commercial Chamber of Turkish Embassy, Warsaw – 09.2014 – 04.2015

In September of 2014, due to the some changes in core organization and working in a partnership with Turkish Commercial Chamber in Warsaw i started working and helping Mr. Counsellor. I was responsible for gathering information about industries and their import/export rates in Poland and creating reports regarding the industry for Turkish investors, Some reports i created are including: electronics, construction, construction parts, IT and textile.

**Administrative Assistant, Translator**

### Gulermak A.S. Oddział w Polsce, Warsaw – 11.2011 – 09.2014

After 1 year in main base of Gulermak, the General Director offered me position in Gulermak Branch Office in Warsaw. I was responsible for the translation of BoQ (Bill of Quantities), proposals and technical documents. I was also preparing all the necessary graphic visual designs for invitations and promotional materials and also following latest tenders for the company.

**Archivist, Graphic Designer**

### Gulermak A.S., Ankara Turkey - 09.2010 – 11.2011

I started working there as a archivist who turned a wrecked room into a huge archive library within a few months including pictures, documents and all systems. My second task was to make all graphic design works including, document preparations, visuals, promotional papers…etc.