

EXPERIENCE

OPERATIONS MANAGER OCT 2018 - PRESENT

SOHO WORKSPACES

Oversight of operations staff and managing work allocation
Optimizing internal and external processes for business growth
Researching new technologies and alternative methods of efficiency
Providing support to set and review budgets and managing cost

PROGRAM ASSISTANT APR - OCT 2018

TURKISH PHILANTHROPY FUNDS

Managed grant-making portfolio of over \$9M
Assessed new partners and acting as a decision-maker in new partnerships as well as managing partner relations with existing 57 partners in Turkey

FREELANCER SEP 2016 - PRESENT

BRANDING, MARKETING, CREATIVE SERVICES & DECK DESIGN

Building a brand identity and designing deck templates for early stage startups
Providing innovative marketing strategies and creating integrated marketing campaigns for small businesses and startups
Giving social media marketing consultancy

PROJECT MANAGER & DESIGNER MAR - SEP 2016

ONKARO

Created investor, customer & Demo Day decks for early stage startups
Ran email campaigns of startups
Helped to manage social media accounts of Extreme Tech Challenge
Gave workshops & consultancy to various early stage startups on how to perfect the pitch and create brand value
Coordinated projects by guiding designers and working one-on-one with clients

PROJECT MANAGER & BOARD MEMBER SEP 2014 - AUG 2015

LEKE COMMUNITY

Participated in the process of creating a brand value for Leke Community, an early stage startup bringing night life and art together
Worked as the operations manager of various social art events and conducted own interdisciplinary art projects
Organized events and work distribution of other departments such as finance, social media & public relations

CREATIVE CONTENT TEAM LEADER FEB - JUN 2015

SCORP APP

Led and coordinated a group of creative content specialists
Worked with the creative content director and led staff meetings to engage in organizing agendas and events to increase bonding and motivation of the creative content specialists
Arranged sponsorships with restaurants, coffee brands
Recruited new members, including bloggers and evaluated the performances of existing members

EVENTS & COMMUNICATIONS MANAGER ASSISTANT JAN - MAR 2015

AKSOY HOLDING

Planned the launching event of Aksoy Holding's real estate project in Bodrum
Coordinated internal and external meeting schedules
Regulated social media accounts
Translated the company website from Turkish to English
Assisted in the creation of HAL museum owned by Aksoy Holding

MARKETING INTERN JUL - AUG 2013

ULKER CHOCOLATE

Participated in various projects, such as communication campaigns, brand value creation, and circularization of products
Created an internal website with a digital marketing agency to be used by the door-to-door salesmen

EDUCATION

MASTER MAR 2019 - MAR 2021

MBA COMPREHENSIVE

GOLDEY-BEACOM COLLEGE

GRAD CERTIFICATE PROGRAM JAN - DEC 2017

MAJOR: CONTEMPORARY AMERICAN

BUSINESS PRACTICES, TRACK: MARKETING

BARUCH COLLEGE CUNY

GPA: 3.87

GRAD CERTIFICATE PROGRAM JAN - JUN 2016

MAJOR: BUSINESS ADMINISTRATION

MANHATTAN INSTITUTE OF MANAGEMENT

GPA: 3.70

BACHELOR OF ARTS 2011 - 2016

MAJOR: INTERNATIONAL RELATIONS

DOUBLE MAJOR: BUSINESS ADMINISTRATION

KOC UNIVERSITY

EXCHANGE SPRING 2013

MAJOR: BUSINESS ADMINISTRATION

UNIVERSIDAD DE BARCELONA

HIGH SCHOOL 2006 - 2011

LYCÉE FRANÇAIS SAINT-JOSEPH

SECONDARY PROGRAM FOR SUMMER 2009

BUSINESS AND LANGUAGE

UC BERKELEY

SECONDARY PROGRAM FOR SUMMER 2007

BUSINESS AND LANGUAGE

BOSTON SUFFIELD ACADEMY

SKILLS

BRANDING, COMMUNICATION DESIGN, DECK DESIGN, PITCHING, PROJECT MANAGEMENT, BRAND MANAGEMENT

DIGITAL MARKETING, GOOGLE ADWORDS, SOCIAL MEDIA MARKETING, CONTENT CREATION, INFLUENCER MARKETING, EMAIL MARKETING

MS WORD, EXCEL, POWERPOINT, KEYNOTE iOS, ADOBE INDESIGN, ILLUSTRATOR, PHOTOSHOP, SALESFORCE

LANGUAGES

TURKISH

NATIVE

ENGLISH

FULL PROFESSIONAL PROFICIENCY

FRENCH

FULL PROFESSIONAL PROFICIENCY