

JOB EXPERIENCE

Unitravel, İstanbul, Turkey

09.2017- 09.2018

Sponsorship and Project Manager

- Ensuring that the events takes place as planned
- Taking responsibility in the management of festivals and events
- Making sure that the installation of the festival area is progressing as planned
- Providing the support needed for brands during their installation
- To contact and collaborate with brands, preparing contracts protecting their rights, following the signing process as soon as the date and the place of the event is settled
- Preparing proposals for brands, informing them about the event
- Consulting brands to make sure their product and services are seen by the target audience and potential client
- Preparing related reports before and after the event and present them to the management
- Took an active role in: 14-18 January Whitefest, 4-8 February Whitefest, 11-15 February Whitefest, 16-18 February Corporate Weekend

EA Organisation, İstanbul, Turkey

03.2015- 09.2017

Project Manager

- Beginning from 1 year before the congress, taking role in the planning of it, by the lead of the congress' association's board members
- Contracting with hotels, and to maintain planning and control over the participator's transfers, foreign speakers, sponsor companys' settling and scientific program processes
- Maintain the coordination between sub-contractors and the project team
- To be present at the area during the congress and to make sure that the organization is proceeding without any problems
- Took active role in following congresses and symposiums: 8th Aegean Rheumatology Days¹, Psychiatric Association of Turkey 20th Annual Meeting and Clinical Education Symposium², 12th National Histology and Embryology Congress of Turkey³, 6th Orthopedics and Traumatology İstanbul Meeting, 52th National Psychiatry Congress⁴
- Took active role in following scientific meetings and MICE events: Thea Pharmaceuticals launching event at St. Petersburg, Aegean Rheumatology Association's Black Sea and Aegean meetings, Child Rheumatology Association's rheumatology child patients camps "Free Steps", Arthroschool Orthopedics and cadaver courses, Gynocas gynecology cadaver courses

Arazi Travel, Marmaris, Turkey

10.2013- 03.2015

Operation Manager

- Managing operations of tours in different locations, given to groups of people approximately 100 to120 each
- Giving request&complaint support
- Providing logistic planning
- Keeping accounts related to tours

¹ In case of research, can only be found as 8th Ege Romatoloji Günleri- translated by necessity-the congress was solely national, thus the official name is Turkish

² Türkiye Psikiyatri Derneği 20. Yıllık Toplantısı ve. Klinik Eğitim Sempozyumu - the symposium was solely national, explanation as above, organised for the grad student of psychiatry

³ 12. Ulusal Türkiye Histoloji ve Embriyoloji Kongresi- the congress was solely national,

⁴ Can only be found as 52. Ulusal Psikiyatri Kongresi- the congress was solely national, explanation as above

M3 Public Relations, İstanbul, Turkey

01.2013- 09.2013

Account Executive

- Being responsible of Turkish public relations of accounts like; Airbus, EADS, n11.com, Discovery Networks (Discovery Channel, Discovery Science, Animal Planet, etc.),
- Handling press related events as meetings and launching of these accounts
- Translating press releases, reporting regularly to account's headquarter

EDUCATION**Galatasaray Universty, İstanbul, Turkey**

Sociology, 2007-2012

Université Paris Descartes-Sorbonne, Paris, France

Erasmus Exchange Programme, 2010-2011

Université de Sorbonne, Paris, Fransa

Advanced Frenc Courses, August 2007

Saint Michel French Highschool, İstanbul, Turkey

Social, 2002-2007

F.M.V. Ayazağa Işık Schools, İstanbul, Turkey

Primary and Secondary Schools

SKILLS**Language Skills:** English (advanced), French (advanced)**Computer Skills:** Office PowerPoint, Excel, Word, Outlook**PERSONAL INFORMATION**

- Date and place of birth: May 24th of 1988 / İstanbul
- Driving Licence: B