

CURRICULUM VITAE

PERSONAL INFORMATION

NAME SURNAME : Ezgi DEMIRCI
BIRTH PLACE AND DATE : Denizli – 02.07.1985
MARITAL STATUS : Single
DRIVING LICENSE : Yes - B
E-MAIL : ezgi@ekolekspertiz.com.tr

EDUCATION

Tabeetha High School Israel (2000-2003)

Kırklareli Anatolian High School (2003-2004)

Anadolu University Distance Learning – Public Relations Associate Degree (2006-2009)

Hacettepe University – German Literature Bachelor’s Degree (2004-2010)

Ankara University – Human Resources Management Postgraduate (2011- Onward)

WORK EXPERIENCE

□ **Ekol Ekspertiz Hiz. Ltd. Őti. (09.2018 – Present)**

Global Coordinator / Specialist

- Research and Process Management
- Coordination
- Risk and Loss Management
- Reporting

□ **Rx Corporate Communications (Office Coordinator) (11.2017 – 02.2018) (03.2016 – 09.2016)**

Office Coordinator

- Making travel arrangements (including visa applications) for GM and coworkers,
- Managing GM's agenda,
- Giving support when preparing license and reimbursement submission files for drug and medical devices and translating foreign literatures in English into Turkish,
- Ensuring the coordination of administrative operations of the company and making sure that the necessary tools, materials and spare materials are provided,
- Performing daily and weekly tasks assigned by the GM and report on a daily and weekly basis,
- Preparing invitation lists, sending invitations and taking an active role in the organization,
- Taking meeting notes and reporting them in English,
- Preparing documents, invoices, expenses and official documents for signature,
- Following up monthly and annual payment lists,
- Assisting the Financial Department.

□ **İlk Analiz S.M.M.M. Ltd. Őti. (03.2017 – 11.2017)**

Specialist

- Translating establishment documents of foreign-invested companies and give assistance for their establishment processes,
- Preparing documents and making applications for residence and work permits for the customers when required,
- Providing payroll and SGK services to foreign NGOs in Turkey,
- Attending to meetings with the GM, taking meeting notes and reporting,
- Making travel organizations and following up visa application processes.

□ **Arges Aritma Makina Sanayi Ticaret A.Ő. (09.2016-02.2017)**

Assistant

- Arranging and coordinating meeting schedules, business travels etc.,
- Assisting Foreign Trade Department and Financial Department.

□ **HIT International Education (04.2014-03.2016)**

Assistant

- Exchanging correspondence with language schools' and universities' administrative departments in abroad (USA, UK and Canada),
- Giving support to students who would like to study in abroad,
- Arranging business travels,
- Managing incoming and outgoing calls.

□ **Independent Accountants (02.2012-03.2014)**

Assitant

- Translating commercial contracts,
- Managing incoming and outgoing calls,
- Pre-accountancy and payroll services,
- Organizing and coordinating meetings,
- Preparing company establishment documents for foreign-invested companies.

COMPUTER SKILLS

- Microsoft Office Applications (MS Project, Word, Excel, PowerPoint, CRM) (Advanced)

LANGUAGE SKILLS

- English – Advanced
- German – Pre Intermediate
- Italian - Beginner

INTERESTS

- Literature
- Team Sports
- Movies
- Self-improvement