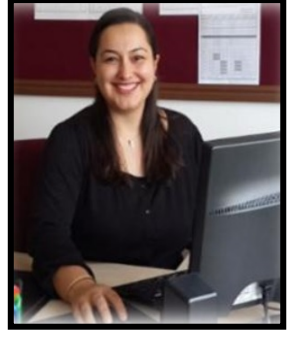


EUROPEAN  
CURRICULUM VITAE  
FORMAT



PERSONAL INFORMATION

Name and Surname

Aslı ÖZTÜRK

Address

Çankırı Karatekin University Vocational School Office Services and Secretarial Department

Telephone

(0376) 213 11 95 / (0376) 213 42 01 **Extension line:** 6231

Fax

(0376) 213 36 01

E-mail

asliozturk@karatekin.edu.tr

WORK EXPERIENCE

- Dates (from – to)
- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

2009-2014

Ankara University Elmadağ Vocational School Office Services and Secretarial Department  
Education-Teaching

Instructor

Head of the Department of Office Services and Secretariat and Instructor

- Dates (from – to)
- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

2014-Continuing

Çankırı Karatekin University Vocational School Office Services and Secretarial Department  
Education-Teaching

Instructor

Head of the Department of Office Services and Secretariat and Instructor

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
  - Title of qualification awarded
  - Level in national classification (if appropriate)

2006-2008

Anadolu University Open Education Faculty

Public Relations Department

Associate Degree-Public Relations

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
  - Title of qualification awarded
  - Level in national classification (if appropriate)

2004-2008

Gazi University Faculty of Commerce and Tourism Education

Department of Office Management Teaching

Undergraduate-Office Management Teaching

3.35

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
  - Title of qualification awarded
  - Level in national classification (if appropriate)

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered

### PERSONAL SKILLS AND COMPETENCES

*Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.*

### MOTHER TONGUE

### OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

### ORGANISATIONAL SKILLS AND COMPETENCES

*Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.*

### TECHNICAL SKILLS AND COMPETENCES

*With computers, specific kinds of equipment, machinery, etc.*

### OTHER SKILLS AND COMPETENCES

*Competences not mentioned above.*

2008-2011

Gazi University

Graduate School of Educational Sciences, Department of Office Management Education

Postgraduate-Office Management Education

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2018- Continuing

Kırıkkale University

Graduate School of Social Sciences, Department of Business Administration

- "Question Preparation Techniques in the Assessment and Evaluation Process", organized by Ankara University Distance Education Center and Measurement and Evaluation Application and Research Center, Antalya 2010.
- "Program Development Workshop", Organized by Ankara University Bologna Coordination Commission, Ankara 2011.
- "Personal Development Training", Organized by Uniacademy and MVLV Coaching Academy, Ankara, 2012.
- "E-Trainer Certificate Program" Organized by Ankara University Distance Education Center, Ankara, 2012.
- Transformation "Basic Occupational Health and Safety Issues Certificate Program" organized by İSG, Çankırı, 2015.

Turkish

English

Upper-Intermediate  Intermediate  Pre-Intermediate

Upper-Intermediate  Intermediate  Pre-Intermediate

Upper-Intermediate  Intermediate  Pre-Intermediate

### ADMINISTRATIVE DUTIES

- Ankara University Elmadağ Vocational School Inspection Commission Presidency
- Ankara University Elmadağ Vocational School Office Services and Secretariat Department Head
- Çankırı Karatekin University Vocational School Deputy Director
- Çankırı Karatekin University Vocational School Department of Office Services and Secretariat (Continuing)

### SCIENTIFIC EVENTS ORGANIZED

- 8th National Office Management and Secretariat Congress 14-16 October 2009 Ankara (Congress Secretariat)

### CERTIFICATES

- Ankara University E-Trainer Certificate
- MEB Computer Management
- MEB Web Design

### SEMINARS AND COURSES GIVEN

- Ankara University Personnel Department, Office Management and Report Preparation Techniques in the Scope of Promotion Training, Ankara 2009.
- Ankara University Personnel Department, Office Management and Report Preparation Techniques in the Scope of Promotion Training, Ankara 2010.
- Ankara University Personnel Department, Office Management and Secretarial Seminar, Ankara 2011.
- Turkish Construction Industrialists Employers' Union, Seminar on Rules to be Followed in Public and Social Life and Behavior Methods in Offices, Ankara 2011.

- Ankara University Personnel Department, Office Management Seminar within the Scope of In-Service Training, (December) Ankara 2011.
- Turkish Employment Agency, A.Ü. Executive Secretary Workforce Training Course Organized by Elmadağ Vocational School and Elmadağ Municipality, Ankara 2012.
- T.C. Ministry of Justice, Elmadağ Closed Penitentiary Institution, Communication Seminar, Ankara 2012.
- T.C. Ministry of Justice, General Directorate of Prisons Houses, Executive Secretaries and Office Staff, Office Management and Secretarial Education, Ankara 2012.
- T.C. Ministry of Justice, General Directorate of Prisons Houses, Executive Secretaries and Office Staff, Office Management and Secretarial Education, Ankara 2012.
- Turkish Aeronautical Association University Office Staff and Secretaries, Office Management and Secretarial Training, Ankara 2012.
- Petroleum Transport Inc. with Pipelines. (BOTAŞ) General Directorate Executive Secretaries, "Executive Secretariat" Training, Ankara 2013.
- Ministry of Foreign Affairs Executive Secretaries, "Executive Secretariat" Training, Ankara 2013.
- Yenimahalle Municipality Secretary and Executive Secretaries "Secretary Training" Ankara 2017.
- Office Management and Secretarial Course organized by Çankırı Karatekin University-Sudan Ministry of Higher Education Research, Instructor, 6-15 December 2018, Çankırı.

#### DRIVING LICENCE(S)

- Class B Driving License