

EUROPEAN  
CURRICULUM VITAE  
FORMAT



PERSONAL INFORMATION

Name and Surname

İlknur AYAR

Address

Çankırı Karatekin University Vocational School Office Services and Secretarial Department

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WORK EXPERIENCE

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

2014 – continue...

Çankırı Karatekin University Vocational School Office Services and Secretarial Department

Higher Education

Dr. Instructor

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

2010 – 2014

Hitit University Osmancık Ömer Derindere Vocational School

Higher Education

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)

2014 – 2019

Karabuk University

Business Administration

Ph.D.

- 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)

2008 – 2010

Gazi University

Office Management

Master's Degree

- 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  
Office Management Teaching

Bachelor's Degree

**PERSONAL SKILLS AND COMPETENCES**

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

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**MOTHER TONGUE**

Turkish

**OTHER LANGUAGES**

English

- Reading skills
- Writing skills
- Verbal skills

Upper-Intermediate <input type="checkbox"/>	Intermediate <input checked="" type="checkbox"/>	Pre-Intermediate <input type="checkbox"/>
Upper-Intermediate <input type="checkbox"/>	Intermediate <input checked="" type="checkbox"/>	Pre-Intermediate <input type="checkbox"/>
Upper-Intermediate <input type="checkbox"/>	Intermediate <input checked="" type="checkbox"/>	Pre-Intermediate <input type="checkbox"/>

**SOCIAL SKILLS AND COMPETENCES**

*Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.*

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**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.*

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**TECHNICAL SKILLS AND COMPETENCES**

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

- Microsoft Office Programs
- SPSS and AMOS statistical packages

**ARTISTIC SKILLS AND COMPETENCES**

*Music, writing, design, etc.*

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**OTHER SKILLS AND COMPETENCES**

*Competences not mentioned above.*

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**DRIVING LICENCE(S)**

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**ADDITIONAL INFORMATION**

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**ANNEXES**

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