

EUROPEAN  
CURRICULUM VITAE  
FORMAT



PERSONAL INFORMATION

Name and Surname

Şerife SALMAN

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Çankırı Karatekin Universty Vocational School C Block

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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

08.01.2014 – 2012 continue...  
Çankırı Karatekin Universty Vocational School  
Office Management and Executivie Asistant  
Instructor  
Education

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

2010-2011  
Yozgat Public Education Center  
Computer  
Computer teacher  
Education

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

2011-2014  
İstanbul Suatlar Toki Primary School  
Computer  
Computer teacher  
Education

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)

2012-2014  
Gazi University Institute of Educational Sciences  
Department of Office Management Education  
Postgraduate

- 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)

2005–2009  
Gazi University Faculty of Commerce and Tourism Education  
Department of Office Management Teaching  
Licence

**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

**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.*

**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.*

**ARTISTIC SKILLS  
AND COMPETENCES**

*Music, writing, design, etc.*

**OTHER SKILLS  
AND COMPETENCES**

*Competences not mentioned above.*

**DRIVING LICENCE(S)**

**ADDITIONAL INFORMATION**

**ANNEXES**

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Turkish

English

Upper-Intermediate

Intermediate

Pre-Intermediate

Upper-Intermediate

Intermediate

Pre-Intermediate

Upper-Intermediate

Intermediate

Pre-Intermediate

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