

EUROPEAN  
CURRICULUM VITAE  
FORMAT



PERSONAL INFORMATION

Name and Surname

Sefa Naz TOKTAŞ

Address

Çankırı Karatekin University Vocational School

Telephone

+90 (0376) 213 11 95 / +90 (0376) 213 42 01 Extension line: 6221

Fax

+90 (0376) 213 36 01

E-mail

[skaraca@karatekin.edu.tr](mailto:skaraca@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
  
- Dates (from – to)
- Name and address of employer
  - Type of business or sector
  - Occupation or position held
- Main activities and responsibilities

2013 – continue...

Çankırı Karatekin University Vocational School

Çankırı Karatekin University Vocational School Department of Construction

Instructor

Instructor

2011 – 2012

Ministry of Education

Ministry of Education

Teacher

Education - Teaching

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)
  
- 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)

2020 – 2021

Kastamonu University

Kastamonu University Faculty of Engineering and Architecture / Department of Civil Engineering

Bachelor

2009 – 2011

Firat University

Firat University Technical Education Faculty Department of Building Education

Master's

- 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

Firat University

Firat University Technical Education Faculty Department of Building Education

Bachelor

**PERSONAL SKILLS AND COMPETENCES**

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

- AutoCAD, Sta4CAD, İdeCAD, Occupational Health and Safety

**MOTHER TONGUE**

Turkish

**OTHER LANGUAGES**

- Reading skills
- Writing skills
- Verbal skills

**English**

Upper-Intermediate  Intermediate  Pre-Intermediate   
 Upper-Intermediate  Intermediate  Pre-Intermediate   
 Upper-Intermediate  Intermediate  Pre-Intermediate

**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.*

- AutoCad, İdeCAD, NetCAD, Sta4CAD, 3ds Max, Matlab, Photoshop

**ARTISTIC SKILLS AND COMPETENCES**

*Music, writing, design, etc.*

- 

**OTHER SKILLS AND COMPETENCES**

*Competences not mentioned above.*

- 

**DRIVING LICENCE(S)**

- B

**ADDITIONAL INFORMATION**

- 

**ANNEXES**

**Publications**

Aksoy, U.T., Karaca, S., "Sound Transmission and Sound Insulation Properties in Exterior Wall Applications" IPC 2011 Building Congress with International Participation "Construction Technology" (InternationalParticipated Constructron Congress), Elazig, 2011