

SINEM KUTUP

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PROFILE

- Cultural diversity skills gained through education abroad as well as interaction with international students who come from different countries
- Proven written and spoken communication skills and interpersonal skills gained through experience as a lecturer and career counselor, provided guidance and advice to students in groups and one on one basis
- Active team member (facilitator and moderator, collaborator and cooperator)
- Able to work well under pressure
- Proficient in English, Turkish, and intermediate in German
- PC experience includes MSOffice: Excel, Word, Powerpoint
- Experienced analytical thinker and problem-solver
- Demonstrated organizational skills in coordinating activities, arranging meetings, receiving and providing feedback

WORK EXPERIENCE

July 1996 - current

**Part-time Lecturer, Business Administration Department
Eastern Mediterranean University, Famagusta, North Cyprus**
Currently teach Mgmt211 (Business Communication) and Mlde117 (Coaching and Career Planning), previously taught Mgmt 171, Mgmt172 (Introduction to Information Technology I and II), Stat 201, Stat202 (Statistics I and II) to class capacity of 50 and above

Jan. 2008 - Oct.2011

**Career Counselor
Alumni Communication and Career Development Center
Eastern Mediterranean University, Famagusta, North Cyprus**

- Guided students with career counseling one on one basis and provided assistance in preparation of targeted CV's, application for internships and jobs, set up mock interviews, and followed up on career paths
- Took part in the organization of Career Days events where potential speakers were invited to share their career experience and give presentations about the sectors and the recruitment process (April 2008, April 2009, April 2010) and Career Coffee Shop activities (May 2010, May 2011)
- Arranged meetings with Human Resource Directors on campus to hold interviews with students

CERTIFICATES and WORKSHOPS

- Received training about '**Entrepreneur's Training**': development and emergence of self employment, setting up own business, all skills and competencies necessary for an entrepreneur, importance of business plan and incubator system, **Workshop** was run by Necla Haliloğlu, **KOSGEP**, Ankara, Turkey (Jan.2012)
- Worked as **Junior Local Expert** as part of EU VETLAM Project in facilitating small group meeting discussions about implementing Entrepreneurship in Vocational Highschools in North Cyprus (Jan.-Dec.) 2011
- Received **Fellowship Certificate of 3EP (European Entrepreneurship Educators Programme)** at **Aarhus University in Denmark** over summer school to engage in the latest updates of learning and teaching methods of entrepreneurship (Aug.2011)
- Application of Entrepreneurship Certificate for Training Trainers of Entrepreneurs, joint organization of Second Project and Kobigem in North Cyprus (Sept. 2011)
- Certificate of Life Long Learning and Career Counselor Training, VETLAM Project, North Cyprus (Sept. 2010)
- Certificate of Career Development Counseling (30 June-3 July 2009), Workshop run by Julide Erdal, Human Resource Director, North Cyprus
- **Fulbright Scholarship**, 1990-1994 (One of five recipients)
- Open water licenced scuba diver, PADI, Florida, US, 1996

EDUCATION

- 1994 – 1996 University of Central Florida, Florida, US (CGPA3.6/4.0)
Master of Science in Statistical Computing
- 1990 – 1994 Grinnell College, Grinnell, Iowa, US
Bachelor of Arts
Received **Fulbright scholarship** to attend Grinnell College

REFERENCES are available upon request