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| **curriculum vitae** |

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| **Personal information** |

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| Name |  | **Kurtbir, ozge tilsim** |
| Address |  | **sht.cumhur yuzlu sk. 14/4 ortakoy mersin 10 turkey** |
| Telephone |  | **0 542 887 69 00** |
| Fax |  |  |
| E-mail |  | **tilsimraif@hotmail.com** |

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| Nationality |  | Turkish Cypriot |

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| Date of birth |  | 04.05.71 |

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| **Work experience** |

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| **•** Dates (from – to) |  | **2003-Present** |
| **•** Name and address of employer |  | Near East University, Yakin Dogu Bulvari, Dikmen , Mersin 10, Turkey |
| **•** Type of business or sector |  | Higher Education |
| **•** Occupation or position held |  | English Instructor at Preparatory School |
| **•** 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 |  |  | | --- | | **•** Dates (from – to) | | **•** Name and address of employer | | **•** Type of business or sector | | **•** Occupation or position held | | **•** Main activities and responsibilities | |  | -Training students to develop Usage, Reading, Writing, Listening and Speaking skills in English -Testing  **2002-2003**  Girne American University, Universite Yolu Sokak, Karaoglanoglu, Girne  Higher Education  Senior Lecturer at Foundation Department  -Training students to develop Usage, Reading, Writing, Listening and Speaking skills in English  **1994-2002**  Middle East Technical University, Dumlupınar Bulvarı No:1, Çankaya, 06800 Ankara, Turkey  Higher Education  Instructor at Department of Basic English  -Training students to develop Usage, Reading, Writing, Listening and Speaking skills in English |

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| **Education and training** |

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| • Dates (from – to) |  | **1998-1999** |
| • Name and type of organisation providing education and training |  | Bilkent University, Faculty of Economics and Social Sciences |
| • Principal subjects/occupational  skills covered |  | Master course in Teaching English as a Foreign Language |
| • Title of qualification awarded |  | MA TEFL Degree |
| • Level in national classification   |  | | --- | | • Dates (from – to) | | • Name and type of organisation providing education and training | | • Principal subjects/occupational  skills covered | | • Title of qualification awarded | |  | | • 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 | | • 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 | |  | Honors  **1993-1994**  Bilkent University, Faculty of Humanities and Letters  In depth study of various literary periods in English and American Literature  Masters in English Literature  Cumulative GPA 3.44  (Incomplete Thesis)  **1989-1993**  Bilkent University, Faculty of Humanities and LettersDepartment of English Literature  -Study of world, English and American Literature (Major)  -Translation from Turkish to English and English to Turkish (Minor)  BA in English Literature  High Honours  **1985-1989**  TED Ankara College, English Medium High School  General studies in Sciences and Letters  High School Diploma |

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

Free-lance translation for various private companies, magazines and academic theses

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| Mother tongue |  | **Turkish** |

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| Other languages |
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|  |  | **English** |
| **•** Reading skills |  | Excellent |
| **•** Writing skills |  | Excellent |
| **•** Verbal skills |  | excellent |

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| 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.* |  | High social skills due to work experiences which began in 1993 as part-time secretarial duties at such companies and organizations as DELTA British Aerospace, International Organization for Migration (IOM) and part time translating duties for the Ministry of Agriculture, Ankara, Turkey and The Turkish Tourism Association Foundation, Ankara, Turkey. The translation jobs enabled me to travel extensively and to associate with people belonging to various social standings. |

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| Organizational 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.* |  | -Competent in working as a part of a team and helping to organize structure to meet the needs of a group due to  -experience in developing academic syllabus  -experience in developing extracurricular material to benefit students and institutions  -former training in gymnastics and ballet. |

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| Technical skills  and competences  *With computers, specific kinds of equipment, machinery, etc.* |  | Adequate computer skills (WORD, EXCEL) |

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| 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) |  | TRNC LICENCE NO.136521-2003 CLASS –D-  REPUBLIC OF TURKEY LICENCE NO.497759-22.11.1989 CLASS –B- |

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| **REFERENCES** |  | AYHAN FERIDUN (North Cyprus Financial Affairs and Support Services Senior Manager; DNP PARIBAS JV)  Telephone: 0 542 834 95 71  E-Mail: halukayhan.feridun@teb.com.tr  PEKER TURGUD (Former Treasury Department Assistant Secretary, Former Ambassador of North Cyprus in Ankara, Turkey)  Telephone: 0 533 864 65 00 |

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