

EUROPEAN
CURRICULUM VITAE
FORMAT



JOB REFERENCE NUMBER

PERSONAL INFORMATION

Name

[CELTIKCI, Ahmet Can]

Address

[House number: 5, Dibekci Sokak, 34357, Istanbul, Turkey]

Telephone

+90 532 625 9210

Fax

E-mail

aceltikci@gmail.com

Nationality at birth

Turkish

Present nationality

Turkish

Date of birth [Day, month, year]

12.08.1983

Place of birth

TURKEY – ISTANBUL

Sex

Male

Female

Marital status

Single

Married

Widowed

Divorced

Separated

Dependants

Name

Tuğçe Celtikci

Date of birth [Day, month, year]

28.06.1984

Relationship

Wife

WORK EXPERIENCE

[Add separate entries for each relevant post occupied, starting with the most recent.]

• Dates (from – to)	MAY 2013 – MAY 2015
• Name and address of employer	Turkish Industry & Business Association (TÜSİAD)
• Type of business or sector	Civil Society Organization – Business Association
• Occupation or position held	Special Projects Coordinator
• Main activities and responsibilities	<ul style="list-style-type: none"> - Supported the management and implementation of TÜSİAD Working Programs, major projects. - Supported the formulation and coordination of the “special projects” that are not directly linked to the TÜSİAD technical departments. - Supported the Secretary General in identifying strengths and weaknesses in the organization and major projects in the context of forward planning. - Provided direct assistance to Secretary General as required in terms of drafting correspondence, briefings, reports on issues relevant to TUSİAD activities. - Supported the Secretary General to oversee the establishment and management of effective mechanisms for strategic planning and timely reporting. - Provided administrative and operational support to the related departments of TÜSİAD. - Coordinated the preparation of speaker's notes, talking points, and speeches for TÜSİAD President for meetings, TÜSİAD Events and other important information sharing activities. - Coordinated the preparation of briefs and speeches to the TÜSİAD President. - Facilitated information flow in TÜSİAD Headquarters and Representative Offices through proper monitoring of the business process. - Coordinated preparation of high quality background informational, project documents, work plans and budgets for project formulation to TÜSİAD President and to TÜSİAD Executive Board as required. - Facilitated the implementation of TÜSİAD Major Projects' activities, coordinates and organizes the events. - Researched and followed up on new developments and trends in Business Organizations throughout the world. - Monitored political, economic and social developments in the country as required. - Coordinated the advertisement activity of the periodical TÜSİAD magazine “GÖRÜŞ”

• Dates (from – to)	JUNE 2011 – MAY 2013
• Name and address of employer	Union of Black Sea and Caspian Business (UBCCE)
• Type of business or sector	Union of Business Association – International Relations
• Occupation or position held	International Relations Expert
• Main activities and responsibilities	<ul style="list-style-type: none"> - Provided support to establish institutionalized cooperation and to facilitate communication among member business associations. - Assisted to promote business relations among member business organizations in order to foster trade and investment activities. - Provided critical support to cooperate with other international, regional and sectoral organizations particularly with BSEC. - Provided support in planning and implementation of a green business project titled as “Knowledge Platform on Green Business” - Assisted the organization on the preparation of Annual Activity Reports and Quarterly Bulletin - Assisted in organization of external meetings, drafted minutes as required including travel arrangements and communication with the member organizations - Documented and tracked best practices and new approaches on green business - Provided administrative support to the Union

• Dates (from – to)	JULY 2010 – JUNE 2011
• Name and address of employer	Turkish Industry & Business Association (TÜSİAD)
• Type of business or sector	Civil Society Organization – Business Association
• Occupation or position held	Junior Expert – Industry, Services and Agriculture

<ul style="list-style-type: none"> • Main activities and responsibilities 	<ul style="list-style-type: none"> - Provided critical support to TÜSİAD Environment, Agriculture and Tourism Working groups. - Assisted TÜSİAD Industry and Agriculture Committee in related projects and organizations. - Provided critical support to “Climate Platform” - an initiative founded by TÜSİAD and Regional Environment Center (REC) Turkey. - Represented TÜSİAD in UBCCE-GTZ Green Business Project at Project Training Workshop Munich and at Azerbaijan Workshop Baku. - Provided support to TÜSİAD with the preparation of sectoral research titled “Ship Building Industry: World Trends and Turkey”. - Assisted in organization of internal and external project meetings, drafted minutes as required
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<ul style="list-style-type: none"> • Dates (from – to) 	DECEMBER 2009 – MAY 2010
<ul style="list-style-type: none"> • Name and address of employer 	DRAFT MILITARY SERVICE – ANKARA / TURKEY
<ul style="list-style-type: none"> • Type of business or sector 	
<ul style="list-style-type: none"> • Occupation or position held 	
<ul style="list-style-type: none"> • Main activities and responsibilities 	

<ul style="list-style-type: none"> • Dates (from – to) 	MARCH 2009 – DECEMBER 2009
<ul style="list-style-type: none"> • Name and address of employer 	United Nations Development Programme (UNDP)
<ul style="list-style-type: none"> • Type of business or sector 	Social Responsibility Project Management
<ul style="list-style-type: none"> • Occupation or position held 	United Nations Volunteer (UNV)
<ul style="list-style-type: none"> • Main activities and responsibilities 	<ul style="list-style-type: none"> - Coordinated and supervised project volunteers in the field with checking and controlling the applications for the right position, - Assisted project team on raising awareness on UN Convention on Rights of Persons with Disabilities - Provided critical support to project team with updating project proposals, compiled information for fund, and donor reports - Drafted standard correspondence for project implementation. - Maintained project files, prepared and presented quarterly progress and financial reports to UNDP Country Office (Ankara) - Supported the project team to facilitate the implementation of project activities according to the project work plan - Represented the United Nations within the project team and acted as a focal point of the UN funded social responsibility project.

EDUCATION AND TRAINING

[Add separate entries for each relevant course you have completed, starting with the most recent.]

<ul style="list-style-type: none"> • Dates (from – to) 	August 2006 – May 2008
<ul style="list-style-type: none"> • Name and type of organization providing education and training 	Brandeis University, Heller School for Social Policy & Management – Waltham, MA – USA
<ul style="list-style-type: none"> • Principal subjects/occupational skills covered 	Development Management & Implementation [The Project Cycle], Evaluation of Social Policies and Programs, Management of Natural Resources and Coexistence, Rights-based Approach to Development
<ul style="list-style-type: none"> • Title of qualification awarded 	Master of Arts in Sustainable International Development
<ul style="list-style-type: none"> • Level in national classification (if appropriate) 	

<ul style="list-style-type: none"> • Dates (from – to) 	September 2001 – January 2006
<ul style="list-style-type: none"> • Name and type of organization providing education and training 	Bilkent University – Ankara – Turkey
<ul style="list-style-type: none"> • Principal subjects/occupational skills covered 	Contemporary Turkish Politics, World Politics, Social Psychology, Research Methods, Political Economy, Ancient & Modern History, Philosophy, Turkish Public Law, Urbanization & Development

• Title of qualification awarded	Bachelor of Arts, Political Science and Public Administration
• 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)	

• 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)	

PERSONAL SKILLS AND COMPETENCES
Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

MOTHER TONGUE **Turkish**

OTHER LANGUAGES

[Indicate level: excellent, good, basic.]

[Specify language]	English	German			
• Reading skills	Excellent	Basic			
• Writing skills	Excellent	Basic			
• Verbal skills	Excellent	Basic			

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.

I work easily in multicultural environments and have collaborated effectively with colleagues from different social, political, racial, economic and cultural backgrounds with great ease. I am also an effective, entrepreneurial team player, working well with others and efficiently responding to the needs of the organization.

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.

Having worked as a development practitioner within international organizations and business associations over six years, I have developed a wide range of skills in such areas as international, regional and national development cooperation, project planning-implementation, administrative and operational program support, organizational knowledge sharing and network management .

Throughout my formal studies as well as my professional career, I believe that I was able to accumulate a significant level of substantial and technical knowledge on sustainable international development, social policy and people-focused human development programs. I would also like to note that I have strong macro level program development and micro level project cycle experiences which I have accumulated largely from working with the United Nations Development Programme (UNDP), UN Volunteers (UNV) and Turkish Industry and Business Association (TÜSİAD).

TECHNICAL SKILLS AND COMPETENCES
With computers, specific kinds of equipment, machinery, etc.

Advance knowledge of Microsoft Office Software (Word, Excel, PowerPoint, Access, Publisher)
 Advanced knowledge of IBM Application, Lotus
 Experience and advance knowledge on Cloud Systems (Lotus Social Software, Sales Force, Google, Office 365)
 Experience and proficiency in web based content management systems (CMS) - Joomla
 Proficiency in Adobe Applications (Photoshop, Illustrator)

ARTISTIC SKILLS AND COMPETENCES
Music, writing, design, etc.

- Drawing, Technology (tech-savvy)
 - Website designing

<p>OTHER SKILLS AND COMPETENCES <i>Competences not mentioned above.</i></p>	<p>[Describe these competences and indicate where they were acquired.]</p>
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<p>DRIVING LICENCE(S)</p>	
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<p>ADDITIONAL INFORMATION</p>	<p>[Include here any other information that may be relevant, for example contact persons, references, etc.]</p>
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<p>ANNEXES</p>	<p>[List any attached annexes.]</p>
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