

## CURRICULUM VITAE – DILEK KOÇAK, PMP ®, MBA

**General Information:** Having ten years project management expertise and as a 6 years PMP certification holder, my career goal is managing, coordinating or coaching projects by using my organizational development, community development, strategic planning, project management, mentoring, financial management, reporting expertise and skills.

Mobile Phone: +90 544 3556441

Home Phone: +90 312 3556441

E-mail Address: kocak-k@hotmail.com

1.Family name: Kocak

2.First names: Dilek

3.Date of birth: 14.04.1975

4.Nationality: TR

5. Civil status: Single

### 6.Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:
Atılım University, Ankara, Turkey 2012 - 2013	MBA, Post graduate diploma My graduation project was on “Performance Appraisals as a part of Balanced Scorecard Growth and Development Dimension”
Middle East Technical University, City and Regional Planning, Ankara - Turkey, 1993 - 1998	BS Graduate diploma
World Bank Institute Online Course January – February - 2005	Community Based Risk Management Training Program Certificate
World Bank Institute Online Course - 2004	Comprehensive Disaster Risk management Training Program Certificate

**7.Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
Turkish	Mother tongue		
English	1	1	1
French	5	5	5

### 8.Membership of professional bodies:

- Middle East Technical University Alumni Organization
- Project Management Institute (PMI and PMI-TR)
- Toastmasters Ankara

**9.Other skills:** (e.g. Computer literacy, etc.) : MS office and MS Project.

**10.Present position:** Project Manager / Organisational Development Project / Turkish Red Crescent Society.

**11.Years within the firm:** 13 years

**12.Key qualifications:** (Relevant to the project)

- 8 consecutive years of **project manager experience** and 6 years of **PMP certificate holder. Also, PMP certification trainer.**
- **Strategic management**
- **Process and business design** (for all the projects I've been managing and also the functions like budgeting, I have led the process design and improvement activities.)
- **Reporting**
- **Project evaluation**
- **Budget and financial management,**
- ERP systems
- **Project management and PMP certification trainer**
- Working in **multinational, multicultural** environment (IFRC, ICRC, also other Red Cross Societies, and PMI chapters)
- **Mentoring and coaching** to 5 new graduates and junior project managers for the last two years.
- Both in TRCS and PMI, consequent 5 years of community development experience
- Both in TRCS and PMI, consequent 7 years of capacity building experience
- **Organizational development**
- **Networking, capacity building, advocacy**
- Humanitarian aid
- Disaster management

**13.Specific experience in the region:**

Country	Date from - Date to
UK	8 – 10 May 2015
Switzerland	20 – 23 April 2013
Yemen	20 – 23 December 2012

Kyrgyzstan	05 January 2011 – 14 April 2011
USA	10 – 20 September - 2006
Hungary	20 – 25 December 2005
Sri Lanka	01 February – 30 March 2005

#### 14. Professional experience

Date from - Date to	Location	Company & reference person <sup>1</sup> (name & contact details)	Position	Description
2015	İstanbul Kastamonu / Turkey	Development Agencies (ISTKA – KUZKA) Hanife Düzgün <a href="mailto:Hanife.duzgun@istka.org.tr">Hanife.duzgun@istka.org.tr</a> +90 212 468 34 00  Semih Kaya <a href="mailto:Skaya@kuzka.gov.tr">Skaya@kuzka.gov.tr</a> +90 (366) 212 58 52	Independent Project Evaluator	I have evaluated projects that applied for <b>funds from Development Agencies</b> . I have been assigned by İSTKA and KUZKA in 2015.  For İSTKA I have involved in the evaluations of <b>Addiction Combatting Financial Support Programme</b> projects – 2015 (BMP 2015) within 20 – 24 April 2015, and for KUZKA I have involved in the evaluations of <b>Regional Infrastructure Development</b> Financial Support Programme projects – 2015 (BAP2 2015) within 20 – 26 July 2015.
2013 – Present	Ankara, Afyon, Van, İstanbul / Turkey	PEM Pınar Dumanoğlu +90 554 981 1486	Trainer (Project Management and PMP Preparation Trainings)	I have been the trainer in both <b>open and in-house trainings for more than 25 groups</b> . The overall satisfaction grade from the trainer is around <b>9 over 10 on the average</b> .

<sup>1</sup> The Contracting Authority reserves the right to contact the reference persons. If you can not provide a reference, please provide a justification.

May, 2015	London / UK	PMI TR Chapter (Volunteer)  Metin Örnek PMI TR Chapter President  +90 532 589 9660	Presenter - PMI LIM 2015, London: “Mentoring: A personal and organisational development journey”	I have gathered the knowledge and lessons learned of the “ <b>Mentoring for Strong Projects</b> ” programme in a presentation and it has been accepted to be presented in the PMI – Leadership Institute Meeting where project management professions and chapter leaders from 60 countries and 80 chapters had been attended. The presentation reached its aims which were sharing experience and triggering multi chapter cooperation.
2014 - Present	Ankara – İstanbul – İzmir / Turkey	PMI TR Chapter (Volunteer)  Metin Örnek PMI TR Chapter President  +90 532 589 9660	Trainer – Mentoring programme	I have <b>developed the training for “Mentoring for Strong Projects”</b> which is a programme aiming at developing soft and hard project management skills of new university graduates by mentoring them as senior and PMP credential holder project managers. I trained two groups of project manager mentor candidates in Ankara and İzmir in 2014.  <b>I am also an active mentor in the programme.</b>
April, 2013	Geneva / Switzerland	Kaan Saner  TRCS Head of International Relations  <a href="mailto:kaans@kizilay.org.tr">kaans@kizilay.org.tr</a> +90 312 430 2300	TRCS Representative International Federation of Red Cross Red Crescent Societies (IFRC) – CIO Meetings	Although it was CIO meeting, the main focus was on <b>development strategies and how the information technologies support it</b> . So I participated in the meeting in order to contribute to International Federation of Red Cross – Red Crescent Societies development vision and information technologies incorporation.

2012 – Present	Ankara / Turkey	<p>Turkish Red Crescent Society</p> <p>Mehmet Güllüoğlu</p> <p>Turkish Red Crescent General Director</p> <p>+90 312 430 2300</p>	<p>Project Manager - Branches Development Project</p>	<p>Project's first phase scope is implementing corporate processes and ERP systems in <b>the 100 branches of TRCS</b>, so that it aims to improve infrastructure for the community service capacity of the branches. I accomplished <b>team development, project organization, project plan fully covering the scope, delegation of the project work</b>. Until 2014, the main and major corporate service processes are accomplished to be implemented in the branches. <b>30 % increase in donations and services in the Project branches have been reached</b>. Also the basic reporting capacity in the branches are established. As of 2015, the outputs of project shall be integrated in the organizational operations.</p> <p>I, as the project manager <b>am reporting to Deputy General Manager</b>. There are <b>5 personnel in the project management office and 100 General Service Providers</b> who recruited within project scope in the branches in 81 provinces are reporting to Project Management Office.</p>
2015 – Present	Ankara / Turkey	<p>PMI TR Chapter (Volunteer)</p> <p>Metin Örnek PMI TR Chapter President</p> <p>+90 532 589 9660</p>	<p>PMI TR Ankara Project management Summit – Steering Committee.</p>	<p>PMI TR conducts project management (PM) summit in Ankara at 27th of October – a day long activity – <b>As one of the steering committee member, my role is to lead and envision the PM preparation team, and have the Summit conducted in accordance with the relevant and predetermined metrics.</b></p>

2014 – Present	Ankara / Turkey	PMI TR Chapter (Volunteer)  Metin Örnek PMI TR Chapter President  +90 532 589 9660	Director for Ankara Branch Establishment	As an elected volunteer, I am responsible for <b>directing and coordinating the PMI TR branch establishment in Ankara</b> . I am responsible to sustain the branch level activities, coordinate and lead the branch volunteers, increase the number and engagement level of volunteers. <b>I am also responsible for coordinating and cooperating with PMI Global Operations Center in order to complete the establishment procedures and process.</b>
2013	Ankara / Turkey	PMI TR Chapter (Volunteer)  Metin Örnek PMI TR Chapter President  +90 532 589 9660	Ass't. Director for Sponsorship and Outreach in PMI TR	My duty was to <b>disseminate project management and PMI information in different sectors and universities. I conducted several awareness rising activities.</b> The same year as a volunteer, I involved in preparing the monthly Professional development activities and yearly Project Management Summits.
December, 2012	Sana'a, Yemen	Kaan Saner  TRCS Head of International Relations  <a href="mailto:kaans@kizilay.org.tr">kaans@kizilay.org.tr</a>  +90 312 430 2300	TRCS - Yemen Red Crescent (YRC) Cooperation Assessment Visit	The visit had been conducted in order to better understand how TRCS can support YRC capacity building activities. During the 3 day visit I have had meetings with many groups from different practise areas and reported the possible cooperation areas and the methods of cooperation.

2009 – 2012	Ankara / Turkey	<p>Turkish Red Crescent Society</p> <p>Mehmet Güllüoğlu</p> <p>Turkish Red Crescent General Director</p> <p>+90 312 430 2300</p>	<p>Ass't. Finance for Director Budgeting</p>	<p>I led the budgeting processes including <b>preparing, provision, managing usage of the granted allowances, monitoring, and reporting, developing and summiting improvements.</b> I ensured the budgets of all sub organizations (6 different sectors under one General Directorate) prepared, implemented and reported as per the regulations, also identified and put into action the needed regulation improvements in order to enhance the overall budgeting process so that the chief executives could have the needed and reliable information on time for their future decisions. The overall budget size managed in that system was <b>500 Million and 700 Million Turkish Liras in 2011 and 2012</b> respectively.</p> <p>During this post, I also <b>redesigned the procurement processes</b> and procedures of the organization and also took part in the procurement boards.</p>
January – April, 2011	Bishkek - Osh / Kyrgyzstan	<p>Kaan Saner</p> <p>TRCS Head of International Relations</p> <p><a href="mailto:kaans@kizilay.org.tr">kaans@kizilay.org.tr</a></p> <p>+90 312 430 2300</p>	<p>Kyrgyzstan Orphanages Rehabilitation Project Manager</p>	<p>As a part of TRCS and Islamic Development Bank (IDB) Humanitarian Operation, a fund had been allocated for the rehabilitation of the orphanages in the unrest area. <b>I was responsible for assessing the needs of the orphanages, prioritize, decide the fund allocation and also preparing the methodology and procurement plan for the needs.</b> At the end of the project, 8 orphanages have been utilized the aid from TRCS and IDB Humanitarian programme.</p>



2007 – 2009	Ankara / Turkey	Turkish Red Crescent Society  Mehmet Güllüoğlu  Turkish Red Crescent General Director  +90 312 430 2300	Project Manager – TRCS Strategic Plan Project	Project included preparing TRCS’ Strategic Plan, developing implementing processes and tools, coordinating the implementation, monitoring, reporting and improvement processes. As the project manager, I implemented all necessary project management processes including <b>team management, procurement management, time, cost, quality, integration management and providing communications with stakeholders</b> . There were <b>five team members</b> reporting to me, also project <b>included functional unit representatives</b> who involved in the project part time. The strategic plan document and book was the main output of the project. <b>Since 2009, TRCS, has been directed in accordance with the outcomes of this Project.</b>
2006 – 2007	Ankara / Turkey	Turkish Red Crescent Society	ERP Project – Team Member	As a team member, I prepared the Project plan, developed and implemented the <b>project management processes, providing that the project is in line with corporate structure</b> . And also I was responsible for project dissemination, awareness raising and briefing activities.
2005 – 2006	Ankara / Turkey	Turkish Red Crescent Society	Organizational Development Specialist	During this post, I worked as a unit member to install the Organizational Development Unit, develop donation management systems, develop corporate project management processes and tools. I also: -Led the preparation of <b>National secure blood supply project</b> documents – feasibility and project plan. -Prepared <b>Diyarbakır health center development project</b> . (Capacity enhancement and new services) -Set up <b>TRCS fund raising management approaches</b> and systems (donation campaign for Pakistan Earthquake – “Now It’s our turn”)
September, 2006	Washington DC, New York / US	Turkish Red Crescent	TRCS – American Red Crescent knowledge sharing program Team member	This mission covered a <b>ten day visit to American Red Cross Headquarters</b> . Both HQ business model and processes and branch business model and processes have been examined mutually.

December 2005	Budapest / Hungary	Turkish Red Crescent Society	International Federation of Red Cross Red Crescent Societies (IFRC) – MENA Region Organizational Development Meetings, Turkish Red Crescent Society Representative	The meeting was conducted for 3 days and it was aiming at comprehensive development of RC societies and sharing best practices in the region.
February, March 2005	Colombo / Sri Lanka	TRCS Sri Lanka Humanitarian Operation Team	International Delegate – Reporting Delegate	After the earthquake and tsunami affected Indonesia and Sri Lanka in January 2005, I was appointed as the international relations and reporting delegate of the operation team. <b>I developed the relations with other RC societies as well local and international organizations in order to develop cooperations and making the operation more effective.</b> I was also responsible for both reporting to headquarters and share information with IFRC and RCRC, also local and international communication channels; in that way, TRCS operations became more visible in the area. I reported to TRCS Country Coordinator during the post.

2002 - 2005	Ankara / Turkey	Turkish Red Crescent Society	Disaster Planning Specialist	I participated in developing disaster response systems: <b>-Damage Early Assessment Systems for Earthquakes</b> – designing and implementing the system. (System has been developed on GIS programs and it was about assessing the damage – in terms of toll debts – injuries – damaged buildings. System was developed on the worldwide earthquake affect statistics.) <b>-Preparing disaster and emergency/ contingency plans:</b> <b>TRCS Istanbul Contingency Plan</b> <b>TRCS Iraq Contingency Plan</b>
March – April, 2003	Diyarbakır / Turkey	Turkish Red Crescent Society	TRCS Representative in Diyarbakır Coordinating Governorate for Iraqi Crisis	During the unrest in 2003, in case of a human influx, Turkish Governorate established a <b>coordinating Governorate in Diyarbakır</b> . During the mission, the organizational, legal and physical solutions were raised against a population move.
2003	Ankara / Turkey	Turkish Red Crescent Society	Developer and trainer	Developing Emergency Planning and Need Assessment Training.
2003 - 2004	Ankara, İstanbul, Van / Turkey	Turkish Red Crescent Society - IFRC	IFRC – Project Planning Process Trainer	<b>Project Planning Process (PPP)</b> is the tool that is used to develop and implement projects. It has almost the same cycle as PCM. I involved in <b>Ankara, İstanbul, Van</b> trainings as trainer.
2003 - 2004	Bursa, Erzurum, Adana / Turkey	Turkish Red Crescent Society	Disaster Preparedness and Response Trainer	I have involved in <b>Bursa, Erzurum, Adana</b> disaster preparedness and response trainings which also developed by a team I was participated in, as trainer.

1998 - 2001	İstanbul, Ankara / Turkey	Kentbank A.Ş.	Credit Allocation and Financial Analysis Specialist	My job was assessing the firms' credibility according to their financial statements, reputation and general capacity.
-------------	---------------------------------	---------------	---	---

Other relevant information (e.g., Publications)