





# Onur Derebek

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## Prerequisites and Personal Information

- ✓ Military Service
- ✓ Non-Smoker
- ✓ Driver's License: Class B
- ✓ No Travel Restriction

## Experiences

NOVEMBER 2019 – JULY 2020

### Business Development Specialist / Makroaero Aviation, Kocaeli

- **Business Area: Aviation**
- **Role Area: International Trade**
- **Main Markets: NORAM, EMEA, N11**
- **Yearly Export Portfolio: Around 3 Million USD**
- **Strategic Responsibilities**
  - Discovering and Securing New Business Opportunities
  - Evaluating Trends and Competitor Activities
  - Trend Forecasting in Key Markets via Researched Various Datasets
- **Tactical Responsibilities**
  - Identifying, Assisting, and Developing Relationships with Current and New Customers
  - Informing Prospective and Current Customers with Monthly Newsletters
  - Presenting Revenue and Product Demand Forecasts to the Management
  - Filing and Presenting Monthly Performance Reports to the Management
- **Operational Responsibilities**
  - Routine Follow Up on All Sales Leads
  - Performing All of Export Trade Compliance Operations
- Documenting Customer Relation Reports
- Conducting Presentations to Customers
- Ensuring Timely and Consistent Delivery of Assigned Proposals to Clients
- Participating in Specific Industry Trade Fairs and Meetings
- Website Updates and E-Marketing
- Supervising Government Incentive Acquisition Processes (From Ministry of Trade, and Industry)
- Supervising and Coordinating Quality Certification Acquisitions
- **Improvements**
  - Regulation of All Export Procedures According to Turkish Customs Code
  - Designing and Publishing of Company Website
- **Keywords**  
Aviation, Business Development, Government Incentives, Data Mining, Market Research, Export Operations, Marketing, Customer Relations, Sales Support, Shipments, Import, Export, Marketing Strategy, Account Management, CRM, Negotiation, MRO, GSE, B2B, Business Administration

JULY 2019 – SEPTEMBER 2019

### Business Development Manager / Oslo Engineering, Istanbul

- **Business Area: Elevators**
- **Role Area: International Trade**
- **Main Markets: EMEA, N11, NAC**
- **Yearly Export Portfolio: Around 1 Million USD**
- **Strategic Responsibilities**
  - Discovering and Securing New Business Opportunities
  - Evaluating Trends and Competitor Activities
  - Trend Forecasting in Key Markets via Various Datasets
- **Tactical Responsibilities**
  - Identifying, Assisting, and Developing Relationships with Current and New Customers
  - Informing Prospective and Current Customers with Monthly Newsletters
  - Revenue and Product Demand Forecasts to the Management
  - Filing and Presenting Monthly Performance Reports to the Management
- **Operational Responsibilities**
  - Routine Follow Up on All Sales Leads
  - Performing All of Export Trade Compliance Operations
  - Documenting Customer Relation Reports
  - Conducting Presentations to Customers
  - Ensuring Timely and Consistent Delivery of Assigned Proposals to Clients
  - Participating in Specific Industry Trade Fairs and Meetings
  - Website Updates and E-Marketing
- **Improvements**
  - Regulation of All Export Procedures According to Turkish Customs Code
- **Keywords**  
Elevators, Business Development, Data Mining, Market Research, Export Operations, Marketing, Customer Relations, Shipments, Import, Export, Marketing Strategy, Account Management, CRM, Negotiation, B2B, Business Administration, E-Commerce, Business Strategy

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OCTOBER 2018 – JULY 2019

## **Business Development Specialist / Ayha Elevator, Denizli**

- **Business Area: Elevators**
- **Role Area: International Trade**
- **Main Markets: EMEA, N11, NAC**
- **Yearly Export Portfolio: Around 1 Million USD**
- **Strategic Responsibilities**
  - Discovering and Securing New Business Opportunities
  - Evaluating Trends and Competitor Activities
  - Trend Forecasting in Key Markets via Researched Various Datasets
- **Tactical Responsibilities**
  - Identifying, Assisting, and Developing Relationships with Current and New Customers
  - Informing Prospective and Current Customers with Monthly Newsletters
  - Collaborating with Sales Manager for Setting Up Marketing, Sales, and Shipment KPIs
  - Providing Revenue and Product Demand Forecasts to the Management
  - Filing and Presenting Monthly Performance Reports to the Management
- **Operational Responsibilities**
  - Routine Follow Up on All Sales Leads
  - Performing All of Export Trade Compliance Operations
  - Documenting Customer Relation Reports
  - Conducting Presentations to Customers
  - Ensuring Timely and Consistent Delivery of Assigned Proposals to Clients
  - Participating in Specific Industry Trade Fairs and Meetings
  - Website Updates and E-Marketing
  - Supervising Government Incentive Acquisition Processes (From Ministry of Trade, and Industry)
- **Improvements**
  - Setting up CRM system
  - Regulation of All Export Procedures According to Turkish Customs Code
  - Creating Travel Routes, Question Sets and Presentations for Customers
- **Keywords**

Elevators, Business Development, Data Mining, Market Research, Export Operations, Marketing, Customer Relations, Shipments, Import, Export, Marketing Strategy, Account Management, CRM, Negotiation, B2B, Business Administration, E-Commerce, Business Strategy

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FEBRUARY 2015 – JULY 2018

## **More Than One Role / Aybey Elektronik & Bulut Makina, Istanbul**

- **Business Area: Elevators**
  - **Role Area: Quality Management**
  - **Quality Management Systems Manager**
  - **From October 2017 – To July 2018**
  - **Tactical Responsibilities**
    - Analysis of Company Procedures and Processes
    - Supplier Assessment According to Regulations and Standards
    - Collaborating with Department Managers for Setting Up KPIs
  - **Operational Responsibilities**
    - Issuance of Process, Procedure, Instructions, and Forms After Their Analysis
    - Implementation of Internal Audits
    - Documentation of EU Type Examination Certificates
    - Following-up Incentives and Facilitative Processes
    - Quality Control Testing Organization for Raw Materials and Goods
    - Calibration Management
    - Production Troubleshooting
    - Management of Non-Conformities and Corrective Actions
    - EAC Documentation
    - TSE Certificate Documentation
    - Preparing Capacity Reports
    - Domestic Goods Certificate Documentation
    - SASO Documentation
    - AEO (Authorized Economic Operator) Documentation
  - **Improvements**
    - Successfully Implemented Quality Assurance Tracking System and Its Documentation
    - Designing ISO 9001:2015 Documentation and Qualification Of ISO 9001:2015 Certification
    - KOSGEB - KOBIGEL Project Creation and Incentive Acquisition
    - Organization of EU Type Examination Certification Documentation and Its Acquisition
    - Maintaining All the Certifications and Achievements from Previous Title
    - Regulation of Customer Service Department and Its Processes
  - **Keywords**

Elevators, Quality Management, Quality Assurance, Data Mining, EAC, SASO, TSE, CE Certification, EU Type Examination, Government Incentives, ISO 9001, ISO 27001, Calibration, Quality Control, QC, QMS, QA, TAREKS
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- **Business Area: Elevators**
  - **Role Area: International Trade**
  - **Main Markets: EMEA and N11**
  - **Yearly Export Portfolio: Around 3 Million USD**
  - **Yearly Import Portfolio: Around 8 Million USD**
  - **International Trade Compliance and Process Development Specialist**
  - **From February 2015 – To March 2018**
  - **Tactical Responsibilities**
    - HTS Code and Tax Identification of Products and Raw Materials
  - **Operational Responsibilities**
    - Export and Import Operations
    - Issuance of Shipping Documents (A.TR, EUR-1, Invoices, Packing Lists and Weight Lists)
    - Following-up Regulations
    - Logistics Planning
    - Creating Letter of Credit Drafts
    - Following-up Incentives and Facilitative Processes

- Sales Support Operations
  - Procurement for logistics services
  - Filing yearly and monthly reports for international sales and international trade compliance operations
  - Inward Processing Certificate acquisition and tracing
  - Capacity report preparation and its acquisition
  - Customer relationship management system preparation
  - Implementation of express export operations
  - **Improvements**
    - Regulation of all import and export procedures according to Turkish Customs Code
  - **Keywords**  
Elevators, EAC, SASO, TAREKS, Export, Import, Documentation, Letter of Credit, LC, Customs Brokerage, ISBP, Export Administration, Import Administration, Import Compliance, Customs Regulations, Import Operations, Export Operations, Process Development
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## Education

DROPPED OUT

### Master of Science in Supply Chain Management / Okan University, Istanbul

- Thesis: Inventory Management in Machinery Industry: An Implementation in Lift Production

FEBRUARY 2015

### BA in Translation Studies - English / Okan University, Istanbul

- 100% Merit Based Scholarship Receiver
- Focus on Localization, Technical Translation and Editing
- Turkish Translation Students Union, Founder Member
- Istanbul Tanpınar Literature Festival (ITLF), Festival Assistant for Three Consecutive Years (2009, 2010, 2011)
- Okan University Translation Society, Founder

JUNE 2011

### Erasmus Lifelong Learning Program - LLCE Anglais / Uni Paris-Est Marne-La-Vallee, Paris

## Certifications

- Quality Management Certificate Program - Istanbul Technical University - 2017
  - Introduction to Canadian Customs and Border Procedures - CSCB - Canadian Society of Customs Brokers - 2017
  - IPC - Management System Provisional Auditor CQMA - Quality Management Systems (ISO 9001:2015) - STAREGISTER - 2016
  - Letter of Credit Applications and BPO Payment Term - DTY Jsc. - 2015
  - Inward Processing Certificate Applications - IMMIB - Istanbul Minerals and Metals Exporters Association – 2015
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## Skills

**Languages** - English (Advanced), Russian (Basic), French (Pre-Intermediate)

**Computer Skills** - Microsoft Office, Linguistic Toolbox, MemoQ, MemSource Editor, Passolo, Tag Editor, SDL Trados 2011, SDLX, Translation Workspace XLIFF Editor, Translation Workspace Tools, Tstream, MS Leaf, LocStudio, Wordfast, and Canias

**Personal Interests** - Writing, Chess, Music, Literature, Linguistics, Translation Studies, Humanities, Military Aviation, Psychology, Cyber Security, Coding, International Politics and International Trade

**Publications** - SEV Yayıncılık Eğitim ve Ticaret A.Ş. - Translation of Oxford Companion to Music

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## Soft Skills

- Accurate Communication and Constructive Approach
  - Cost Calculation
  - Creating Business Plans with Actionable Objectives
  - Networking Skills to Liaise with Business Partners and Customers
  - Report Writing
  - Process Development
  - Data Mining
  - Metrics Analysis and KPI Creation
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## Activities

August 2013 – November 2014

### Assessor / Yandex.Turkiye, Istanbul

- **Business Area: Search Engine Optimization**
- **Role Area: Search Query Assessment**
  - Data Screening, Evaluation and Scoring
  - Search Engine Optimizing

- Evaluating Partner Needs

- **Keywords**  
SEO, Search Assessment, Relevance, Query, Search Engine

AUGUST 2013 – MARCH 2014

### **Translator / ES Localization Services Jsc., Istanbul**

- **Business Area: Localization, Translation**
- **Role Area: Localization, Translation, Editing**
  - HTML and Website Localization
  - Software Interface Localization
  - IT Translations
  - FMCG Translations
  - User Guide Translations
  - Operating System Localization
  - Game Console Localization

- Editing

- **Keywords**  
Translation, Localization, Editing, L10N, T9N, G11N, I18N, Business/Commerce (general), Mechanics / Mech Engineering, Engineering: Industrial, Engineering (general), Internet, e-Commerce, IT (Information Technology), Law: Taxation & Customs, Transport / Transportation / Shipping, Management, Manufacturing

FEBRUARY 2013 – JUNE 2013

### **Translator and Editor / Sentro Translation and Localization Services, Istanbul**

- **Business Area: Search Engine Optimization**
- **Role Area: Translation, Editing**
  - Marketing Translations
  - Meeting Translations
  - Technical Translations
  - Legal Translations
  - Editing

- **Keywords**  
Translation, Editing, Business/Commerce (general), Mechanics / Mech Engineering, Engineering: Industrial, Engineering (general), Internet, e-Commerce, IT (Information Technology), Law: Taxation & Customs, Transport / Transportation / Shipping, Management, Manufacturing

## **References**

**Mehmet Emin Sonverdi #1**

Design Engineer  
Makroaero Aviation  
+90 538 945 72 78

Relationship with Reference #1 at Makroaero Aviation from 2019-2020

**Yusuf Gürsoy #2**

International Trade Department Manager  
Aybey Elektronik & Bulut Makina  
+90 533 516 84 38

Relationship with Reference #2 at Aybey Elektronik & Bulut Makina from 2017-2018

**Mehmet Özdemir #3**

Human Resources Manager  
Aybey Elektronik & Bulut Makina  
+90 532 608 30 43

Relationship with Reference #3 at Aybey Elektronik & Bulut Makina from 2017-2018

**Özden Çınar #4**

International Trade Specialist  
Aybey Elektronik & Bulut Makina  
+90 532 060 07 55

Relationship with Reference #4 at Aybey Elektronik & Bulut Makina from 2015-2018

**Burak Kayhan #5**

Sales Manager & Owner  
Ayha Asansör  
+90 538 888 98 56

Relationship with Reference #5 at Ayha Asansör from 2018-2019

**Ümit Büyükemir #6**

Director & Owner  
Ünallar Gümrük Müşavirliği  
+90 532 314 90 36

Relationship with Reference #6 at Work Partner from 2016-2020

**Barış Yıldız #7**

Director  
HGL Gümrük Müşavirliği  
+90 538 888 98 56

Relationship with Reference #7 at Work Partner from 2015-2020