

# Kane Baker **Kawlak**

497 Westmount Ave. Toronto, ON. M6E 3N6

☎ (647) 571 3086 | ✉ kaanmetu@gmail.com | 📺 kaankavlak | 🐦 @kaanmetu | 📞 kaanmetu

*“Make the change that you want to see in the world.”*

## Education

---

### Ashton College

*Vancouver, Canada*

DIPLOMA IN IMMIGRATION CONSULTANCY

*Apr. 2013 - Feb. 2014*

- This program is designed to equip individuals with knowledge about immigration law and policy, immigration classes and temporary status, Refugees and rules of professional conduct, as well as its practical application.

### METU University

*Ankara, Turkey*

BACHELOR'S DEGREE IN SOCIAL SCIENCES AND ENGLISH

*Sep. 2002 - July 2007*

- Honour Roll, CGPA 2.97.

## Skills

---

**Software** MS Office, Photoshop, Illustrator, CAT

**Web** HTML5, Design, Analytics, Configuration, Database, SEO

**Languages** English, Turkish, Azerbaijani, Turkmen, Japanese (Elementary)

## Experience

---

### Japanese School Board

*Tokyo, Japan*

ASSISTANT LANGUAGE TEACHER

*Oct. 2015 - May. 2017*

- Demonstrating the ability to guide the learning process toward the achievement of curriculum goals.
- Establishing clear objectives for all lessons, units, projects, and other activities.
- Planning a program of study that meets the individual student's needs, interests, and abilities.
- Preparation of progress reports, delivery of in-house testing and instructor evaluations.

### The Interpreter's Group

*Toronto, Canada*

INTERPRETER, TRANSLATOR

*Apr. 2013 - Oct. 2015*

- Working freelance for translation agencies and non-profit organizations providing a translation and interpretation service to clients.
- Providing guidance, feedback and creating customer-specific style guides.
- Researching legal phraseology to ensure the correct translation is used and liaising with clients to discuss any unclear points.
- Retrieving articles from newspapers, magazines and the Internet and translating them into English.

### Squirrel POS Systems

*Vancouver, Canada*

IT AGENT, TROUBLESHOOTER

*Aug 2011 - Mar. 2013*

- Maintaining current and accurate inventory of technology hardware and resources.
- Prolonging log and list of required repairs and maintenance and security of all technologies.
- Training hospitality staff about potential uses of existing technology.

### Viti Wine and Ale

*Vancouver, Canada*

SUPERVISOR, WINE ADVISOR

*May 2009 - Aug. 2011*

- Generate repeat business procedure that contributes to sales growth.
- Monitoring cycle counts, variance reconciliation, product replenishment and incoming/outgoing transfer to ensure data integrity.
- Assisting in managing the overall team selling effort to meet or exceed sales goals and objectives.

### Celebrity Cruise Lines

*Miami, the U.S.A.*

SOMMELIER, ASSISTANT CELLAR MASTER

*Sep. 2007 - May 2009*

- Developing and managing customer relations to maximize service satisfaction.
- Working towards target revenue per guests and revenue per month.
- Keeping wine cellar of immaculate appearance and order and being responsible for promotion of valuable wines to guests.

## Extracurricular Activity

---

### Tokyo Jamii Culture Center

Tokyo, Japan

ASSISTANT COORDINATOR

Oct. 2015 - May 2017

- Completing administrative projects by identifying and implementing new technology and resources.
- Retaining continuity of work operations by documenting, discovering irregularities and determining continuing needs.
- Provides information by answering questions and requests.

### CAPIC - ACCPI National Education Conference

Vancouver, Canada

FUNDRAISER

Jun. 2014 - Aug. 2014

- Managing information and record the profile and fundraising activity of contributors on a database.
- Ensuring major donors or companies are satisfied with their donation scheme and are kept informed of progress and milestones.
- Spotting fundraising opportunities and raise awareness of the organization's work.

### MOSAIC Interpretation and Translation Services

Vancouver, Canada

COMMUNITY INTERPRETER

Sep. 2010 - Oct. 2013

- Converting concepts in the source language to equivalent concepts in the target language.
- Compiling information, such as technical terms used in legal settings, into glossaries and terminology databases to be used.
- Reading written materials such as legal documents, forms, or reports, and rewrite material into specified languages.

### Amnesty International

Ankara, Turkey

SCHOOL REPRESENTATIVE

Apr. 2005 - Jul. 2007

- Supporting and encouraging students performing activities and demonstrations in collaboration with other providers.
- Organizing focus groups and workshops that generate innovative ideas on human rights and egalitarian policies.
- Providing ongoing communication and rapport to Amnesty International Head Office and other team members.

## Credentials

---

2014 **Certificate - CILISAT**, MCIS Language Solutions

Toronto, Canada

2013 **Certificate - POS Technician**, Squirrel Systems

Vancouver, Canada

2009 **Certificate - First Aid, Fire Safety and Crowd Management**, STCW Direct

Miami, the U.S.A

2008 **Certificate - Sommelier**, United States Sommelier Association

Miami, the U.S.A.

## Personal Development

---

### Entrepreneurship 101

Toronto, Canada

MARS DISCOVERY DISTRICT

Jul. 2013 - Feb. 2014

- Learned conduct market research and competitive analysis to identify business opportunities and to create a business strategy.

### Financial Workshops

Vancouver, Canada

VANCITY CREDIT UNION

Jan. 2012 - Feb. 2012

- Acquired knowledge of delivering a compelling elevator pitch and Identifying the Minimum Viable Product (MVP) to validate products.

### Business Seminars

Vancouver, Canada

SMALL BUSINESS BC

Jun. 2011 - Sep. 2011

- Lucubrated defining key financial and startup metrics to measure growth and traction.

### Sports Management

Ankara, Turkey

METU DEPARTMENT OF PHYSICAL EDUCATION

Sep. 2005 - Dec. 2005

- Gained knowledge of fitness, nutrition, substances, healthy lifestyle, injuries and human biology.