

MELEK MEMİŞ

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Acıbadem Mahallesi İsmail Hakkı Bey Sokak No:14B/8, Kadıköy, İstanbul

PROFESSIONAL SUMMARY

Skilled project coordinator with substantial experience in leading all stages of creative commercial projects. Dynamic communicator who is good at problem solving, empathic to the needs of the customer and the team and well-aware of the importance of budget and schedule. Credentials include ability to work under pressure of fast-paced work environments and flexible working hours. Has a good knowledge of production and post production process of commercials.

SKILLS

- Project management and coordination
- Motivational, effective team leader
- Strong communication skills
- Problem solving
- Quality, budget and detail-oriented
- Extremely organized and self-motivated
- Attentive to customer and team needs
- Accustomed to working in fast-paced working environments and under stress

WORK HISTORY

Post Production Coordinator | Anima Istanbul - İstanbul

01/2017 - 02/2019

- Planned all stages of projects.
- Lead multiple commercial projects at the same time.
- Managed a staff of 60 on a daily basis.
- Worked on a fast-paced environment both with creative artists and technical teams.
- Communicated with clients and advertising agencies to keep them up to date on project status.
- Optimized use of resources to complete projects ahead of deadline and under budget.
- Designed budget for small and medium sized projects.
- Assigned tasks and monitored performance.
- Motivated and supervised team members.
- Demonstrated strict adherence to deadlines through time management.

Freelance Translator | Various Film & Theater Festivals And TV Channels - Istanbul

01/2009 - 01/2017

- Mainly translated movies and TV series for reputable film & theater festivals and TV channels.
- Worked in cooperation with translation coordinators and translators.
- Successfully met deadlines and managed high quality work.

Assistant Subtitle Coordinator | İstanbul Kültür Sanat Vakfı - İstanbul

02/2012 - 04/2016

- Managed a staff of 50 freelance translators.
- Distributed material for 200+ movies per festival and assigned them to the translators.
- Reviewed translations.
- Worked in cooperation with production department.
- Worked on a fast-paced environment.

EDUCATION

Marmara Üniversitesi - İstanbul

2012

Bachelor's: Language Interpretation And Translation

İbrahim Turhan Yabancı Dil Ağırlıklı Lisesi - İstanbul

2008

Graduate

QUALIFICATIONS

- English: Advanced
- German: Intermediate
- MS Office Programs

REFERENCES

Available on request