

FATMA BETUL KOK



PERSONAL INFORMATION

NAME

FATMA BETUL KOK

Date of Birth

25.06.1995

Place of Birth

KAHRAMANMARAŞ

Marital Status

SINGLE

CONTACT INFORMATION

Address

865. STREET BULUTTERAS HOUSES
NO:19 YENİMAHALLE/ANKARA

Phone

+905547509093

E-Mail

betull19955.bkk@gmail.com

WORK EXPERIENCE

23.08.2021-present

English-Chinese Instructor

Ankara Sehir College

- o Introduce English to kindergarten and primary school students and help them learn basic English skills.
- o Introduce Chinese to junior high school students and help them learn basic Chinese skills.
- o Teach Chinese listening, reading, writing and pronunciation skills.

07.03.2021-21.05.2021

Freelance Translator Translation for Chinese businessmen coming to Turkey for real estate investment.

- o Interpreter for those who come to Turkey for real estate investment.
- o Guidance on matters related to buying real estate in Turkey.
- o Prepare and complete relevant materials.
- o Open a bank account and guide the transfer process.

03.02.2019-15.06.2019

Sales consultant, Chinese-English translation

White Island Company

- o Play an active role in achieving store sales goals.
- o Introduce the area to Chinese and other regional tourists.
- o Maintain the general layout of the store.
- o Departmental layout and monitoring of product offering

02.07.2018-15.12.2018

Sales consultant

Chinese-English translation

Dorak Holding Company

- o Introduce the region to Chinese customers at a ceramic store.
- o Promotion and sales of ceramic products.
- o Work done via computer and file control.
- o Check the layout of the store and the products to be displayed.
- o Make payment transactions.

04.08.2017-18.10.2017	<p>Artist Assistant Istanbul Culture and Arts Foundation</p> <ul style="list-style-type: none"> o Accompanying Chinese contemporary artists in Turkey for 2 months. o Support the artist's research into the production of works. o Assist with the installation of the artist's exhibition works. o Make sure the artist acts within the given procedure. o Interpreting for artists in daily life and meetings.
20.06.2016-20.08.2016	<p>Cosmetics Sales Consultant Henkel Cosmetics</p> <ul style="list-style-type: none"> o Promotion and sales of branded products. o Monitor product supply and inventory processes. o Notify clients about events.

EDUCATION

2019-2023	B.A Chongqing Normal University Dept. of International Chinese.
2014-2015	Peking Language and Culture University Chinese Language.
2013-2018	B.A Ondokuz Mayıs University Dept. of Philosophy

SEMINARS AND COURSES

2013.09-2014.06	Chinese Language Course (Ondokuz Mayıs University)
2017.01-2017.06	Computer Course (Atakum Education Center)
2017.09-2018.06	Pedagogical Formation Training (Ondokuz Mayıs University Education Faculty)
2021.06-2021.08	English Teacher Certification (World Tesol Academy)
2021.12	Marketing Communication Course (Istanbul Business School)
2022.01	Churn And Customer Retention Course (Istanbul Business School)

SCHOLARSHIPS AND PROJECTS

2013-2017	Turket Govermet Credit dormitories institution scholarship.
2014-2015	People's Republic of China Government Scholarship Chinese Teaching Scholarship.
2019-2023	Government Scholarship of the People's Republic of China Undergraduate Scholarship.

FOREIGN LANGUAGES

English	Proficient in writing, speaking, listening B2
Chinese	Proficient in writing, speaking, listening B2

SKILLS

Microsoft Office	Word, Excel, Powerpoint
Certificates	<ol style="list-style-type: none">1. Istanbul Business School Marketing Communication Certificate2. Istanbul Business School Churn And Customer Retention Certificate3. Atakum Education Center Computer Course Certificate4. Confucius Institute Writing Competition Second Place Certificate

ADDITIONAL INFORMATION

driver's license	Class B
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REFERENCES

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OTHER

Hobbies	Swimming. Playing tennis.
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