

MUGE PORTAKALOGLU

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CORE COMPETENCIES

- Social & Communication
- Organizational skills
- Computer skills
- Client's Motivation
- Customer Service
- Team Work
- Creativity
- Organized
- Punctual

SKILLS

- Zumba Basic - Aqua Zumba - Zumba Kids - Zumba Toning - Zumba Step - Zumba Gold
- Cardio - Boot Camp - Body Sculpting - Resistance Training - Strength Training - Mobility and Balance Training - Stretching & Flexing - Dance Based Aerobics - Water Aerobics - Spinning - Tabata - Matt Pilates - Arthritis - Barre - Silver Sneakers - Personal Training - Kids & Teen Fitness - Special Group Training (Parkinsons...) for all levels.

LANGUAGES

English Professional working proficiency

French Native or bilingual proficiency

Italian Elementary proficiency

Turkish Native or bilingual proficiency

EDUCATION

Istanbul Kultur University (Bachelor's degree Computer Science of Engineering, 2001)

Saint Benoit French High School (Mathematics, 1997)

Instituto Italiano Di Cultura (Italian Language All 7 Levels are Completed)

CERTIFICATIONS

Personal Trainer - American Council on Exercise & American College of Sports Medicine

Group Fitness Instructor - American Council on Exercise

Senior Fitness Specialist - American Council on Exercise

Fitness Nutrition Specialist - American Council on Exercise

Weight Management Specialist - American Council on Exercise

Spinning - American Sports and Fitness Association

Zumba - Zumba, LLC February 2014

CPR/AED/First AID - American Red Cross & American Heart Association

CMAS** Scuba Diver Confédération Mondiale des Activités Subaquatique

PROFESSIONAL EXPERIENCE

September 2014 - Present

Certified Fitness Pro at Broken Sound Country Club

Combine the knowledge, skills and abilities necessary to design safe and effective fitness programs for club members. Instruct and assist people in reaching personal health and fitness goals. Develop safe and effective fitness exercise programs for all levels. Lead classes and motivate participants. Teach various types of classes including Body Sculpting, Cardio, Boot Camp, Cardio Sculpt, Dance Based Aerobics, Spinning, Stretching & Flexing, Interval Training, Water Aerobics, Mobility & Balance Training, Resistance Training, Strength Training, Zumba Basic, Circuit Training, Aqua Zumba, Zumba Toning, Zumba Kids, Kids Fitness for all levels at various Country Clubs.

September 2013 - 2014

Certified Personal Trainer & Group Fitness Instructor + Licensed Zumba Instructor

Develop safe and effective fitness exercise programs for all levels. Lead classes and motivate participants. Teach various types of classes including Body Sculpting, Cardio, Boot Camp (Indoor/Outdoor), Cardio Sculpt, Dance Based Aerobics, Spinning, Sit & Be Fit (Chair Sculpting), Stretching & Flexing, Interval Training, Outdoor Walking, Water Aerobics, Mobility & Balance Training, Resistance Training, Strength Training, Zumba Basic, Circuit Training, Aqua Zumba, Zumba Toning, Zumba Kids for all levels at various Country Clubs.

January 2008 - September 2013

HISSE GRAFIK (financial software) Executive Assistant

Developed key relationships with international customers. Built a solid direct sales pipeline and developed opportunities. Worked closely with the Project, Design, Marketing and Production teams to ensure customer requirements are met on a timely basis. Provided administrative support to President in a timely and courteous manner. Monitored existing documents to ensure they remain thorough, accurate and uptodate. Responded to email enquiries from the general public. Facilitated the accurate and timely writing, editing, and preparation of final copy from draft to distribution. Organized the details of special events and corporate agendas.

January 2007 - December 2007

LOCASIS (translation, localization) Network Administrator

Worked on Translation Technologies, Translation Softwares, SAP Systems, Desktop Publishing and Localization Tools. Was responsible of maintenance of servers, computers & daily backups, solving WAN & LAN problems. Solved interruption of connections with servers placed in London & Germany, stayed in contact with their support center. Supported users for Microsoft Office programs, Translation Softwares, Network & Internet Connections. Joined to the Technical Translation team and was a part of Nero 8, Microsoft, Google, Sony, Metro, Alcatel projects based on their own big glossaries. Translated and localized some parts of projects according to their structure. Worked on Hitachi Project in Desktop Publishing using Adobe InDesign and made Proofreading of Hitachi DTP as a part of team.

June 2006 - January 2007

MAVI JEANS (apparel, wholesale & retail) Information Technology Assistant

Joined to the Mavi's IT Group under 6 months contract. MAVI JEANS is a biggest textile company which is administered with newest technologies. I located in a heart of multinational system which connects more than 500 stores at 8 countries. Supported foreign users via remote connections and was responsible for daily user maintenance in active directory. Worked with highly sophisticated ticket system which maintains SLAs. Was an important part of migration to Exchange Server. Maintained very sensitive information of users, stores, vendors (including passwords, emails, usernames etc.). Prepared the budget reports in details of Information Technology for Financial Department.

September 2003 - May 2006

ARETS GRAPHICS/COZUM (U.V. ink varnishes manufacturer) Executive Assistant

Cozum is a regional distributor of Arets Graphics N.V. which is manufacturer of UV Inks & Varnishes in 100 countries. They are located in Belgium. I was responsible of Vice President's schedule, meetings and works including orders & importation steps. Prepared all legal authorization documents which affects company's reputation. In the manufacturer side trained about all steps of UV products and all chemical steps in laboratories at factory in Belgium. Created weekly reports about product problems, customer satisfactions and monthly reports about customer statistics, orders, costbenefits analysis and finally annual reports detailed to the end of the year about all costs, orders and customers. Participated International Expos to find new technologies and new companies at European Countries on behalf of the company. Organized the details of special events, travel arrangements, corporate agendas and itineraries.

September 2001 - September 2003

GEDIK HOLDING (holding) Computer Engineer

Gedik Holding is a big companies group which are associated with a lot of sectors. Company was in a renovation which includes reformat all PCs, reconfiguration of setups servers etc. Was a part of team who decides all Network & Software needs and realized the renovation. Supported users in MS Office Network & Internet Connection problems. Was responsible of daily backup activities. Created monthly statistical reports about problems and FAQ and quarterly reports about expenses. Trained for company' specific software (like modeling, simulation etc.) to support users. Prepared company to BSA audit (Determined and summarized software licenses). Was a part of all steps in the renovation (Reformatting all PCs, reconfiguration of setups servers). Assist with the implementation of new systems. Installation, maintenance, update and support of all applications, systems and communications software. Planning, scheduling and implementing network hardware and software maintenance requirements and upgrades.

September 1998 - September 2000

DEDEMAN HOTELS (hotel chain) Conference Interpreter

Provided simultaneously translation in auditorium. (French/Turkish Turkish/French)

References are available upon request.