



## Europass Curriculum Vitae

### Personal information

Surname(s) / First name(s)

**ALTAY PINAR**

Address(es)

xxxxx 16/3 Ata ehir-Istanbul

Telephone(s)

0216 xxx xx xx

Mobile 0532 xxx xx xx

E-mail(s)

pinaraltay@gmail.com

Date of birth

14/04/1982

Gender

Female

### Desired employment / Occupational field

Project Assistant / EU Specialist

### Work experience

Dates

**2006**

Occupation or position held

Assessor of EU Socrates Projects (for certain periods in a year)

Main activities and  
responsibilities

Assessing the EU Socrates Projects (Comenius & Grundtvig) in order to select sufficient ones for receiving funds

Name and address of employer

National Agency

Type of business or sector

Education

Dates

**2005 - 2007**

Occupation or position held

Intern / Business Development Assistant

Main activities and  
responsibilities

Reporting and assisting the marketing project of the company

Name and address of employer

Rönesans De i im ve Yöneti im Bilimleri Enstitüsü

Type of business or sector

Education and Consulting

Dates

**2004 - 2005**

Occupation or position held

Intern / Re- engineering Project e-Consulting Process Specialist

Main activities and  
responsibilities

Assisting and planning the re-engineering project of the company

Name and address of employer

Lodos International Trade Company

Type of business or sector

Trade

### Education and training

Dates

**2005 - 2006**

Title of qualification awarded

European Studies M.A. (English-with scholarship)

Principal subjects / occupational  
skills covered

History of the Union; EU Institutions; Political Economy of the Integration; Community Law; EU Policies, Programs and Funds; Policy Making, Multi Level Governance and NGOs in Europe



Name and type of organisation providing education and training Sabancı University

Dates **2001 - 2005**

Title of qualification awarded Political Science and International Relations B.A. (English-with ÖSYM scholarship)

Principal subjects / occupational skills covered International Relations and International Politics; World History; Global Economy; International Law; EU

Name and type of organisation providing education and training Yeditepe University

Dates **1993 - 2001**

Name and type of organisation providing education and training Kadıköy Anadolu Lisesi (English)

Dates **2005**

Title of qualification awarded CG (Corporate Governance) - MBA

Principal subjects / occupational skills covered Corporate Governance, Strategic Management, Operational Management, Process Management, Project Management

Name and type of organisation providing education and training Rönesans De i im ve Yöneti im Bilimleri Enstitüsü

Dates **2004**

Title of qualification awarded Organizational Management and Human Resources Management Certificate Program

Principal subjects / occupational skills covered Organizational Management, Corporate Governance, Performance Based HR Systems

Name and type of organisation providing education and training Rönesans De i im ve Yöneti im Bilimleri Enstitüsü

Dates **2004**

Title of qualification awarded Customer Relationship Management Certificate Program

Principal subjects / occupational skills covered 4P/4C,CRM,Marketing Solutions, PR, e-Commerce

Name and type of organisation providing education and training Rönesans De i im ve Yöneti im Bilimleri Enstitüsü

Dates **2004**

Title of qualification awarded International Marketing

Principal subjects / occupational skills covered International Marketing, ICC Rules, Negotiation Techniques, International Logistics and Operations

Name and type of organisation providing education and training Rönesans De i im ve Yöneti im Bilimleri Enstitüsü

**Personal skills and competences**

Mother tongue(s) **Turkish**

Other language(s)

Self-assessment  
*European level (\*)*

**English**

Understanding		Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production	
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user

(\*) Common European Framework of Reference (CEF) level

Social skills and competences	<ul style="list-style-type: none"> <li>-Communication skills: being head of the Yeditepe University International Relations Club, I had the chance to be in close contact with the students, academic staff and the NGOs in Turkey</li> <li>-Team spirit: in the International Relations Club, during our projects, I learned to work with other people having different ideas</li> <li>-Ability to work in a multi-cultural environment: I was one of the coordinators of the Black Sea Youth Forum which we achieved with the partnership of Black Sea Economic Cooperation and AIESEC in 2001 and I worked with people from 11 different countries</li> <li>-Ability to take responsibility: while I was working as intern in companies</li> </ul>
Organisational skills and competences	<ul style="list-style-type: none"> <li>-Strategic thinking and planning</li> <li>-Ability to delegate and motivate</li> <li>-Leadership</li> </ul>
Technical skills and competences	<ul style="list-style-type: none"> <li>-Related to the field I conducted research about social rights in Europe and worked on Community Charter of Fundamental Social Rights of Workers for my graduation project. In this respect I observed children's rights, women's rights and rights of the disabled people both in Europe and in Turkey</li> <li>-Related to the EU projects, I worked on EU funding programs during my M.A. and took a training from National Agency about assessing a project's eligibility to receive EU funds</li> <li>-I learned project cycle management and making activity based budget during CG-MBA</li> </ul>
Computer skills and competences	<ul style="list-style-type: none"> <li>-Windows</li> <li>-Excel</li> <li>-Word</li> <li>-PowerPoint</li> <li>-Internet</li> </ul>
Other skills and competences	<p>Hobbies and interests about:</p> <ul style="list-style-type: none"> <li>-Sociology, World Cultures, History of Art</li> <li>-Rock &amp; Jazz</li> <li>-Cinema, Literature</li> <li>-Trekking, Motorcycle, Cultural Tours, Istanbul</li> </ul>
Driving licence	Class-B

		<b>A1</b>	<b>A2</b>	<b>B1</b>	<b>B2</b>	<b>C1</b>	<b>C2</b>
<b>U N D E R S T A N D I N G</b>	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
<b>S P E A K I N G</b>	Spoken Interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of
	Spoken Production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
<b>W R I T I N G</b>	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.