

OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills while making a significant contribution to the success of the company.

EDUCATION

University of Nebraska – Bachelor of Science – Graduated in 2000 Omaha, Nebraska, USA
College of Information, Science and Technology - Management Information Systems

Uludag University – Bachelor of Science – Graduated in 1990 Bursa, Turkey
Faculty of Economic and Administrative Science - Department of Labor Economics and Industrial Relations

WORK EXPERIENCE

Coral Shores Realty/Coldwell Banker RRE/ United Realty Group Fort Lauderdale, Florida, USA
Real Estate Consultant May 2006 to Present

- ◆ Generating new businesses within selected market area
- ◆ Creating a social media presence and run digital advertising campaigns, Google Keyword, Facebook Keyword, SEO, Email/Text drip campaign, Live web chat marketing
- ◆ Compliance with Florida Real Estate law and ethical rules of all real estate transactions
- ◆ Consulting real estate investors with current market conditions
- ◆ Creating financial documentations such as Profit & Lost Statement, NOI - Net Operating Income and ROI - Return on Investment
- ◆ Audit monthly and yearly financial documents on behalf of the investor
- ◆ Attend condo board meetings to report projected changes and P&L statements of property
- ◆ Market analyses of existing real estates to find current and projected value as well as income producing strength
- ◆ Advertising real estate, finding suitable buyer and negotiating price on behalf of the owner
- ◆ Creating marketing materials such as yard signs, brochures, flyers, postcards, and websites to promote properties for leasing/sale
- ◆ Negotiating and creating commercial real estate lease agreements between landlords and tenants
- ◆ Assisting clients with finding suitable locations by providing information about available spaces based on client needs and requirements
- ◆ Follow up on previous customers to ensure customer satisfaction

Woodmen Life Insurance Omaha, Nebraska, USA
Business Analyst April 2003-November 2005

- ◆ Analyzed business functions in order to develop a new system or to modify existing systems
- ◆ Developed and maintained functional specification requirements and current process workflows
- ◆ Consulted and coordinated with system analysts and developers to design and develop systems to improve business processes
- ◆ Performed requirements gathering and contributed to requirement analysis; and supported development of appropriate user stories
- ◆ Developed, tested, installed/implemented and modified business systems and processes as part of project member
- ◆ Developed, coordinated and provided training for business unit management and personnel to utilize the new business systems and modifications to existing business systems
- ◆ Supported the organization in resolving workflow issues by identifying system gaps, assessing the impact of proposed changes to existing systems and documenting system requirements for proposed enhancements.
- ◆ Defined improvement projects aligned with business strategies to change business operations, processes and functions to maximize corporate efficiency.
- ◆ Evaluated available vendor software to current company systems. Created a report and advised the execute committee to purchase of the best-fitted vendor software

MemberWorks Inc.

Omaha, Nebraska, USA

Project Coordinator

January 2002-April 2003

- ◆ Developed and managed the coordination of assigned new business systems
- ◆ Trained employees on new business systems and modifications to existing business systems to improve the job performance
- ◆ Performed statistical analysis of business systems and/or processes as requested by management to improve or modify existing business systems
- ◆ Supported monthly credit card update process between MemberWorks Inc. and the national credit card issuers to keep the customer information up to date
- ◆ Evaluated available vendor software to current company systems. Created a report and advised the executive committee to purchase of the best-fitted vendor software
- ◆ Project Manager on small to mid-size projects

Arthur Andersen, LLP

Omaha, Nebraska, USA

Business Consultant

December 2000-November 2001

- ◆ Researched, created, presented reports to management to be used to generate new businesses
- ◆ Implemented of vendor software to client database and provided training and support
- ◆ Interviewed client employees about their job responsibilities and functions to improve the business processes
- ◆ Analyzed and created current state process maps and requirements of the many positions within company to eliminate or improve the job positions and/or processes to improve the profitability of the company and/or quality of the work
- ◆ Prepared, developed Request for Proposal to the software vendor. Performed critical analysis of suppliers' responses to Request for Proposal and created a report to the executive committee with the list of the vendor software to purchase

Burlington

Omaha, Nebraska, USA

Manager

February 1997-March 2000

- ◆ Recruited, trained and managed over 80 employees
- ◆ Evaluated employee performances and provided needed training to improve job performances
- ◆ Performed business analysis for strategic and financial placement of resources and monitored daily store activities to reach its goals
- ◆ Held Managerial responsibility for all daily store activities including but not limited to;
 - Opening and closing of the store accordingly
 - Opening and closing all cash registers and balancing all books daily
 - Deposit of the cash and checks to the bank
 - Scheduling employees per business needs
 - Handling customer service issues to ensure customer satisfaction to the highest level
 - Running the store daily to ensure the profitability of the business

CERTIFICATIONS AND SKILLS

- ◆ Florida Real Estate Sales Associate License
- ◆ Florida General Lines Insurance (Property & Casualty) Broker License
- ◆ Florida Public Notary
- ◆ CRM - Siebel eBusiness 2000 Certified Consultant
- ◆ Highly proficient in MS Excel, MS PowerPoint, MS Word, MS Outlook, MS SharePoint, MS Project, MS Visio, SQL, PDF Editor
- ◆ Data Analytics Tools such as Microsoft Power BI and Tableau
- ◆ MS Excel - V-lookup, Pivot Tables, Pivot Charts, Data Manipulation, Data Cleaning
- ◆ The 7 Habits of Highly Effective People
- ◆ ACS - Associate, Customer Service (LOMA) Certification
- ◆ FLMI - Fellow, Life Management Institute (LOMA) Certification
- ◆ Fluent in Turkish and English