



Cansin Alkac Gök

📍 Berlin, Germany

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in /cansinalkac

🎓 Education

02/2022 – 04/2023
Berlin, Germany

Web Development

DCI Digital Career Institute gGmbH

12/2021 – 01/2022
Berlin, Germany

Orientation Course

DCI Digital Career Institute gGmbH

- *Web Development*: Fundamentals of HTML & CSS
- *Online Marketing*: Intro. SEO; SEM; Google Analytics & Facebook Ads
- *Cloud Computing*: Fundamentals of Amazon Web Services (AWS)

10/2019 – 10/2021
Berlin, Germany

Political Economy of European Integration, MA

Berlin School of Economics and Law

09/2009 – 07/2015
Ankara, Turkey

Political Science and Public Administration, BSc.

Ankara University

01/2013 – 07/2013
Caen, France

Political Science and Public Administration, Erasmus Programme

Universite de Caen Normandie

📁 Professional Experience

11/2018 – 06/2019
Izmir, Turkey

Editor (Volunteer)

gazetediplomasi.com

- Edit and organize the articles

08/2017 – 09/2018
Izmir, Turkey

Management Assistant (On Owner Side)

TSGI MI (Main Contractor) / STAR REFINERY Co. (Owner) ☎

- Prepare and arrange all requirements for Non-Conformity Reports and Observation Reports
- Follow up, monitor, and check the documentation system daily basis and ensure the records and data accuracy
- Hold and keep up to date the logs
- Responsible for distributing logs to related Managers
- Prepare Weekly and Monthly Data Analysis and report to related Managers
- Included solution process to delivered QC Documents by Contractor
- Plan and organize the meeting, and prepare presentations
- Provide coordination between departments
- Other duties as assigned by Managers

04/2016 – 07/2016
Izmir, Turkey

Financial and Administrative Affairs Supervisor

More Shipping and Trading Co. ☎

- Responsible for all financial and administrative works
- Prepare the Proforma DA for port calls
- Billing, purchasing, and personnel affairs
- In charge of all correspondences between More Shipping and companies, we worked with.

07/2014 – 08/2014
Izmir, Turkey

Intern
Aliaga District Governorate, Editorial Office

09/2013 – 09/2013
Ankara, Turkey

Intern
Ministry of Foreign Affairs, Center for Strategic Research

Languages

English	● ● ● ● ●	Turkish	● ● ● ● ●
German	● ● ● ● ●	French	● ● ● ● ●

Courses and Projects

10/2011 – 10/2012

Constitutional Discussion Course

This project was out of lectures and based on voluntariness. These discussion series' records were gathered as a book named 'Students Discuss Constitutional System of Turkey' which was published in October 2012. We all tried to carry on constitutional arguments in accordance with the current conjuncture of the world as our main aim was to adapt Turkey to a modern political, cultural and economic manner.

Skills

Microsoft Office Suite & Microsoft 365

- Excel
- Word
- Outlook
- PowerPoint

Google Workspace

- Google Sheets
- Gmail
- Google Calendar
- Google Drive
- Google Docs
- Google Meet

Research & Analytical Skills

- Defining problems
- Assessing needs
- Interpreting data
- Offering relevant perspectives
- Understanding research findings
- Understanding policy reports
- Interpreting issues and evidence

Planning & Development Skills

- Conceptualizing and implementing projects
- Decision-making

Interpersonal Skills

- Working in teams
- Understanding different viewpoints
- Negotiating conflicts
- Synthesizing different perspectives

Interests

Meditation (Reiki) | **Gardening** | **Travelling (New places and cultures)** | **Jogging** | **Reading**

References

Dr. Zafer Yılmaz, *Researcher*, Humboldt-Universität zu Berlin
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Dr. Dinçer Demirkent, *Chair of Mulkiye Alumni & Researcher on Department of Constitutional Law*,
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