

KEREN ARE

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SUMMARY

Highly organized and proactive assistant with expertise in managing complex schedules, organizing meetings and events, and supporting both professional and personal projects. Proven ability to handle travel arrangements, manage budgets, and maintain strong client and stakeholder relationships. Skilled in communication, problem-solving, and maintaining confidentiality. Proficient in Microsoft Office and Google Workspace, with a passion for supporting professionals in fast-paced environments.

SKILLS

Organizational Skills	Social Media Management	Calendar and Email Management
Communication skills	Microsoft Office Suite	Professionalism and discretion
Project Coordination	Proposal curation	

WORK EXPERIENCE

Community Manager July 2024 - September 2024  
ETF Community

- Led community-building initiatives, increasing member engagement and participation.
- Organized virtual and in-person events, including webinars and meetups, to enhance collaboration
- Provided day-to-day moderation and support, maintaining a positive and inclusive environment.

Virtual Assistant September 2024 - Present  
CTDA Media

- Provide executive support, managing schedules, emails, and communications for the CEO.
- Coordinate podcast interviews and maintain a structured database of outreach and content.
- Manage CTDA Media’s financial records, ensuring accurate tracking of expenses and revenues.
- Oversee social media management, developing content strategies and engagement plans.
- Manage administrative tasks related to CTDA Media’s online presence.

VOLUNTEERING PROJECTS

Product Manager June 2023 – January 2024  
Build Together Community

- Collaborated on product requirements with cross-functional teams.
- Conducted market research and competitive analysis.
- Assisted in user story creation, wireframes, and prototypes.

SOFTWARE

Microsoft Office Suite	Canva	Discord
Google Workspace	Calendly	Trello
Slack	Asana	

EDUCATION AND CERTIFICATION

Halic University - Istanbul, Turkey B.Eng. Software Engineering Sept 2022 - Jul 2026	Diploma in Product Management Altschool Africa, 2023
Certification in Virtual Assistance ALX Africa, 2024	

