

# DOGA EKIN KIRAN

I am a young project management professional with an engineering foundation and business education.

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Portfolio: 

## EXPERIENCE

Year 2021-2024

Company Name: **Gunebakan Joint Venture**

Job Position: **Junior Project Manager**

About the Project

**Gunebakan is a construction project carried out by a joint venture of 3 entities on a 22,870.97 m2 area, composed of 18 independent residential units along with co-living spaces.**

Achievements

- Led stakeholder meetings, facilitated negotiations, and documented requirements to define the joint venture structure and goals, resulting in fully aligned stakeholder commitment.
- Established a 3-year project timeline, developed a budgeting method for ~\$3M, and identified other key resources, resulting in defining the project scope and Project Charter for stakeholders.
- Prepared Work Breakdown Structure, and assigned responsibilities accordingly, to a core team of 5.
- Executed the tendering process to select 10+ cost-effective subcontractors within the required quality standards, led contract negotiations, and drafted agreements that eventually led to ~10-15% cost-effective agreements.
- Monitored scheduled activities on a daily basis to ensure operational progress and budget alignment. Prepared regular project status reports and dynamic cash flow forecasts.
- Constructed risk registers and strategies to address them proactively.
- Held regular stakeholder meetings and acted as a communication bridge to align key shareholders' decisions to ensure seamless project execution.

Methods and Skills Used

SMART Goal Identification Objective Key Results (OKRs) Stakeholder Management MS Excel MS Word

RACI Chart Gantt chart Project Scheduling Budget Management Stakeholder Collaboration

Procurement Management Schedule Monitoring & Cost Control Project Reporting Cash Flow Forecasting

Probability-Impact Matrix ROAM Technique Stakeholder Engagement Conflict Resolution

Year 2018-2019

Company Name: **Freyssinet International & Cie**

Job Position: **Structural Department Intern**

Achievements

- Contributed to structural engineering applications including pre-stressed, post-tensioning systems, seismic protection, and structural strengthening, as part of an international team of six.
- Conducted structural analysis and designed water tank walls using SAP2000.

Methods and Skills Used

Structural Analysis & Design      Seismic Strengthening Techniques      Team Collaboration

Year 2018-2019

Company Name: **Freysas Yapi Sistemleri Corporation**

Job Position: **Project Management Office Intern**

Achievements

- Developed and executed procurement strategies for the timely delivery of materials and equipment.
- Prepared detailed procurement reports for shareholders.

Methods and Skills Used

Procurement Planning      Reporting and Documenting

Year 2017-2018

Company Name: **Canakkale Motorway and Bridge Construction Inv. and Op. Inc.**

Job Position: **Site Engineer Intern**

Achievements

- Collaborated with a Korean-Turkish team of 20+ individuals.
- Controlled daily applications on-site to ensure quality standards were met.
- Prepared and presented daily and weekly progress reports for key stakeholders.
- Participated in archiving preparation for field applications.

Methods and Skills Used

Quality Control      Progress Reporting      Construction Site Coordination

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EDUCATION

Year 2023-2024

Institution Name: **University of Amsterdam (UvA)**

Degree: **Master of Science in Business Administration**

Major: **Entrepreneurship and Innovation Management**

CGPA: **7.46/10.00**

Thesis Topic: **How Intelligent Personal Assistants Impact User Perception of Risk and Usefulness in E-commerce: Moderation Effect of Personalization and Responsiveness.**

Year 2021-2023

Institution Name: **Bilkent University**

Degree: **Master of Business Administration**

CGPA: **3.40/4.00**

MBA Project: **Strategic Framework for Expanding the Cybersecurity Software Beamsec in the GCC Market: A Comprehensive Analysis and Implementation Plan.**

Year2016-2021

Institution Name: Middle East Technical University (METU)

Degree: Bachelor of Science

Major: Civil Engineering

CGPA: 2.74/4.00

Engineering Design Project: Design of wastewater infrastructure for the Kızılkalesi region, Mersin.

VOLUNTARY WORK

Year2025- Present

Organization: METU Alumni Association The Netherlands

Position: Head of Members’ Relations Committee

Responsibilities: Manage member intake procedures and develop member acquisition and retention strategies.

SKILLS

Software Skills	Language Skills	Professional Skills
Advanced	Native	
MS Excel	TURKISH	Project Management
MS Office Suite		Risk Management
Google Sheets	Fluent	Stakeholder Management
AutoCAD	ENGLISH	Budget Management
		Cross-Functional Team Leadership
Moderate	Beginner	Reporting and Documenting
MS Project	DUTCH (Ongoing)	
SAP2000		
Beginner		
MATLAB		
C++		

CERTIFICATES

Google Project Management: Professional Certificate

Foundations of Project Management

Project Initiation: Starting a Successful Project

Project Planning: Putting It All Together