

MELIKE BAKI

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EDUCATION

Bachelor of Software Development WSB Merito University Wroclaw, Poland	Sep 2023 - Present
Masters of Interior Architecture & Environmental Design Hacettepe University Ankara, Turkey <ul style="list-style-type: none">Erasmus+ Interior Design Wyższa Szkoła Humanistyczna Wroclaw, Poland 2020 - 2021	Feb 2018 - Dec 2021
Bachelor of Interior Architecture & Environmental Design Hacettepe University Ankara, Turkey <ul style="list-style-type: none">Erasmus+ Architecture Politecnico di Bari Bari, Italy 2016 - 2017	Sep 2013 - Jun 2018

EXPERIENCE

Administrative Coordinator European Solidarity Corps Projects Centrum ds. Katastrof i Klęsk Żywiolowych TRATWA Wroclaw, Poland <ul style="list-style-type: none">Recruitment and administration of 135 volunteers across 6 projects: Led team recruitment, organization, and task division for<ol style="list-style-type: none">Project "PAVE I: Pease Awareness through Volunteering and Education" (12 volunteers) 3-10 March 2024Project "Democracy through Action!" (30 volunteers) 2-28 April 2024Project "WhoEUare?" (40 volunteers) 1 Aug - 30 Sep 2024Project "PAVE II: Peace Awareness through Volunteering and Education" (12 volunteers) 13-20 Oct 2024Project "Tratwa Lead the Way (10 volunteers) 1 Nov 2024 - 30 Aug 2025Project "Ride the Raft! Emergency Preparedness With Tratwa" (31 volunteers) 10 Jan - 2 Feb 2025Creation and organization of documentation and administration: Developed and maintained essential records tailored to each project.Conducted interviews for volunteer recruitment: Alignment with established guidelines, selecting candidates best suited for each project's needs.Managed communication processes: Coordinated recruitment, onboarding, and administrative correspondence across all projects.Coordinated data management and logistics: Handled task allocation, accommodations, and team meetings for each project execution.Developed an evaluation system: Assessed volunteer capabilities to support growth and effectively match skills with project requirements.Planned and tracked tasks: Maintained structured workflows to meet milestones specific to each project.	July 2023 - Present
Interior Architect Ayhancan Concept Ankara, Turkey <ul style="list-style-type: none">Developed client relationships: Delivered design solutions to meet individual needs and project objectives.Specified products and materials: Selected appropriate options to align with functionality, aesthetics, and goals.Utilized design software tools: Created 2D and 3D plans and mockups to visualize and refine layouts.Collaborated with contractors and vendors: Project coordination for efficient implementation and timely delivery.	Sep 2020 - Aug 2021
Interior Architect Arma Ceramic Ankara, Turkey <ul style="list-style-type: none">Determined client needs and preferences: Personalized consultation to align designs with client requirements.Created project concepts: Utilized 2D and 3D design programs to visualize ideas and communicate solutions.Managed project budgets: Used MS Excel to track expenses, ensuring financial control and avoiding cost overruns.	Jun 2018 - Sep 2020

TECHNICAL SKILLS

- Python:** Data analysis, workflow optimization.
- SQL:** Query design, large-scale data management.
- MS Excel:** Data manipulation, pivot tables, and dashboard creation.
- Tableau:** Interactive data visualization and reporting.

ADDITIONAL INFORMATION

Languages: English, Turkish
Certifications: Google Data Analytics by Google Issued May 2024, Python for Everybody by University of Michigan Issued Jan 2024