



Murat Can Oruntak

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About

Jr. HR professional experienced in internal coordination, documentation, and daily HR workflows. Worked across industries including media and healthcare; tech-savvy and solution oriented with a problem solving mindset.

Skills

- **Tools and Tech:** Microsoft Office, Google Workspace, Slack, Monday, Scripting and Programming Languages (Python, Bash, JavaScript), Adobe Tools (Premiere Pro, Photoshop, After Effects)
- **HR Operations:** Internal Communication, Documentation, Recruiting, File Management
- **Soft Skills:** Problem Solving, Adaptability, Clear Communication, Time Management

Education

MSc in Cyber Security, *Middle East Technical University* September 2023 – June 2025

- **Coursework:** Cyber Security Fundamentals, Cryptography, Network Security, Legal Dimensions

BSc in Psychology, *Middle East Technical University* September 2016 – June 2022

- **Coursework:** Industrial/Organizational Psychology, Cognitive Psychology, Behavioral Psychology, Research Methods, Communication Skills

Experience

Co-Founder – Head of Video Production September 2019 – March 2025

CS Media Digital, *Ankara*

- Developed our startup into a sustainable content operation with over five million subscribers.
- Managed business relationships and led client negotiations with foreign companies from EU and USA.
- Led on-site and remote teams including recruiting and onboarding. Improved production structure and team coordination.

HR Intern July 2021 – September 2021

Medicana Sağlık Grubu, *İzmir*

- Assisted with daily HR operations including documentation, data entry, and internal communication.
- Involved in recruitment processes including on site interviews.
- Helped review paycheck discrepancies and coordinated corrections with payroll staff.

Psychology Intern January 2021 – April 2021

Özbilici Psikolojik Danışmanlık, *Ankara*

- Observed clinical sessions, developed strong communication and empathy skills.
- Gained experience in handling confidential information and maintaining professional boundaries in every situation.

Languages

Turkish (Native), English (Full Professional Proficiency), German (Beginner)