

# EMİR GÖK

## INDUSTRIAL ENGINEERING



I'm an Industrial engineering student at Hacettepe University. I'm taking a multi-disciplined major so I have a chance to improve my vision. I could improve myself in the social field and gain engineering skills at my university

## Work Experience

*HYUNDAI ASSAN ( June 2024 - July 2024)*

*Administration Affairs Intern*

- Developing an Excel template to convert PowerPoint presentations into detailed, traceable reports.
- Creating and formatting reports, presentations, and spreadsheets.
- entering invoices into SAP

*UNDERCANVAS Mount Rushmore, USA*

*( June 2023 - OCT2023 )*

*Food&Beverage Attendant*

- took care of customers and met their needs
- dealt with customers' problems and requirements

*ESPOM(Oct 2022-Dec 2022)*

*Business Development Intern*

- contacted customers while conducting field research for entering new market area
- joined the TEKNOFEST team of the company and helped in preparing the presentation file took care of project schedules and estimated cost analysis

## Volunteer Experience

*AFAD HACETTEPE (July 2024 - )*

*Founder Member and Coordinator of the External Relationships*

- Establishing and maintaining relationships with external stakeholders
- Researching and identifying organizations that align with AFAD's goals
- Participating in the creation and implementation of the organization's mission, vision, and strategic goals.

*BEGMUN'23*

*Head of Logistic & Business*

- managed the organization's budget
- arranged the catering and gifts for the event

*NEVMUN'19*

*Head of Logistic & Business*

- coordinated the mailing process to corporates for sponsorship
- interested in minimizing the costs and making deals with corporate

## Contact Me

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- www.kariyer.net/ozgecmis/emirgok?o=c15o

## Education

*2016-2020*

Nevzat Ayaz Anatolian  
Highschool ISTANBUL/  
TURKEY

*2020-2025(estimated)*

Hacettepe University  
Industrial Engineering  
Ankara/ TURKEY

## Language

- Turkish
- English

## Expertise Skill

- Microsoft Excel
- Microsoft Word
- AutoCad2023
- Microsoft PowerPoint
- SQL