



Melis ATAY

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ABOUT ME

I rely on my analytical thinking, problem solving and investigative personality to get the information I need, as well as my ability to communicate and thus become a good team player. I have a great enthusiasm and desire to gain experience in the field with my disciplined working habits.

WORK EXPERIENCE

Sales Intern

Anadolu Efes [16/08/2024 – 13/09/2024]

City: İzmir | Country: Türkiye

- Analyzed sales data to prepare detailed performance reports, which contributed to refining sales strategies and improving overall performance.
- Collected and organized sales data consistently, performing systematic checks to ensure accuracy and reliability of the information.
- Conducted comprehensive market research and trend analysis, utilizing the findings to develop and enhance effective business strategies.

Production Intern

Vestel [24/06/2024 – 22/07/2024]

City: Manisa | Country: Türkiye

- Supported the implementation of Kaizen and Lean practices by assisting with process improvements and efficiency analysis.
- Contributed to production planning tasks by applying Lean principles to help streamline operations and enhance workflow.
- Assisted in analyzing production data and implementing minor Kaizen-driven adjustments to support operational efficiency.

EDUCATION AND TRAINING

Industrial Engineering

Hacettepe University [13/09/2020 – Current]

City: Ankara | Country: Türkiye

High School Student

60th Year Anatolian High School [05/09/2016 – 19/06/2020]

City: İzmir | Country: Türkiye

CERTIFICATIONS

Google Data Analytics Professional Certificate

Completed the Google Data Analytics Professional Certificate, gaining proficiency in data analysis, visualization, and data-driven decision-making using tools like SQL, R, and Tableau.

Google AI Essentials

Successfully completed a comprehensive program covering fundamental concepts and applications of artificial intelligence. Gained knowledge and skills in AI technology basics, modeling, data processing, and application.

Link: <https://coursera.org/share/94e2c22e3bb1b2b3e882bef8f8dacff0>

Google Agile Project Management

Acquired expertise in Agile Project Management through practical training, focusing on Scrum methodology, iterative planning, and effective team collaboration to deliver high-quality projects.

Link: <https://coursera.org/share/332c3296ca76426055d65c3453adaa8a>

Excel Basics for Data Analysis - IBM

Developed foundational skills in Excel for data analysis, including data organization, visualization, and basic statistical functions to support informed decision-making.

Link: <https://coursera.org/share/dfb298ab99141a753fb0b0b0a63184d2>

Six Sigma Principles - Kennesaw State University

Mastered Six Sigma principles, focusing on process improvement, quality control, and data-driven methodologies to enhance efficiency and reduce variability in operations.

Link: <https://coursera.org/share/637e299443e7988c8f0233c177bca8bf>

PROJECTS

[01/2024]

Hacettepe University Workflow Diagram Compilation of process cards belonging to units of Hacettepe University and creation of process flow charts via Visio. Risk analysis and reporting of process cards belonging to Hacettepe University under the leadership of Dr. Volkan Sönmez.

[05/2023]

Facility Layout Planning Analyzed the current facility and performed a new facility analysis based on updated sales and inventory data. As a result of the new analysis, layout and capacity recommendations were provided.

LANGUAGE SKILLS

Mother tongue(s): Turkish

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

German

LISTENING A2 READING A2 WRITING A2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Technical Skills

Python / SQL / Microsoft Office / MATLAB / Microsoft Powerpoint / Microsoft Excel / Power BI / AutoCAD / Tableau

REFERENCE

Dr. Volkan Sönmez

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