

BEGÜM BÜYÜKSAVAŞ ÖZBUDAKLI

Güzelyalı - İZMİR

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Personal Profile

A passionate and versatile employee who graduated from one of the most reputable, English medium and private universities in Turkey with full scholarships for both in BA and MA degrees. Possesses outstanding presentation skills and displays a powerful potential to become a resourceful and dedicated team member. Acts with commitment, reads, and writes with great eagerness.

Education

2023 – Present	İzmir University of Economics (IUE). İzmir, TURKEY Political Science and International Relations (Ph.D. Candidate) (Full scholarship)
2019 - 2021	Sabancı University (SU). İstanbul, TURKEY Political Science (M.A. with Thesis) (Full scholarship) (GPA: 3.55)
2013–2018	İzmir University of Economics (IUE). İzmir, TURKEY Political Science and International Relations (Major) (Full scholarship) (GPA: 3.95 - 1st in the department)
2015–2018	İzmir University of Economics, İzmir, TURKEY Logistic Management (Minor) (Full scholarship) (GPA:3.59)
2016	Albert Ludwigs Universität, Freiburg, GERMANY ERASMUS + Student Exchange Program (Full scholarship)
2009–2013	Karabağlar Nevvar-Salih İşgören Anatolian High School, İzmir, TURKEY

Experiences

May 2023 – Present	CMS Group Light Alloy Wheels, İzmir, Turkey Recruitment Specialist
<ul style="list-style-type: none">• Taking part in the company OKR system's transition project and creating a strategic HR action plan regarding talent mapping and succession line planning• Managing internal promotion processes for all blue-collar workers, benchmarking and improving existing assessment tools• Preparing yearly dashboards to ensure the viability of departmental requests for new trainees in line with budgetary restrictions regarding blue-collar team leaders• Retrieving personnel lists of all group companies from the SAP HR module and conducting necessary inquiries regarding reasons for termination, disciplinary processes, etc.• Developing and implementing the CMS-oriented buddy program as part of redesigning the complete onboarding process• Writing procedures for contracted employee recruitment and dress code• Managing corporate relations with universities and concluding protocols for proactive talent hunt• Improving and redefining onboarding processes for a better candidate/employee experience	

- Building a new graduate evaluation system for hiring managers to facilitate their transition from contracted to full-time positions
- Developing projects for the digitalization of recruitment processes like case bots, salary approvals, and candidate database
- Researching and benchmarking new recruitment tools like personality, English, and cognitive tests
- Acting as an assessor in the MT recruitment process and contributing to all of the steps of the mass recruitment project as a whole
- Overseeing talent acquisition processes for all roles

December 2022 – May 2023

Kentkart, İzmir, Turkey
People and Culture Specialist

- Conducting employer branding activities (branding internship program as “Kently”, referral program as “Kentin”, buddy program as “Kentpal” and parties as “Kentparties”),
- Conducting benchmarking projects and writing feasibility reports for hybrid working, corporate signatures, etc.,
- Building a career page on the corporate website,
- Creating an employee experience journey,
- Recruiting for all hardware and software technical roles,
- Visiting universities for Kently internship branding, signing contracts on behalf of employees for their graduate studies, managing process for appearance of the company to career days,
- Building and surveying company values and competencies to build the corporate culture,
- Building HR department in the Philippines partnership and managing all recruitment processes for international roles.

August 2022 – December 2022

MSC Mediterranean Shipping Company, İzmir, Turkey
Talent Acquisition Specialist

- Publishing of job ads on various portals,
- Overseeing different roles for group companies from the IT sector to the shipping sector,
- Travelling across Turkey to fill vacancies and interview candidates through evaluation centers and group interviews,
- Conducting full cycle recruitment for all roles,
- Managing global recruitment projects and acquiring a mass number of candidates (MSC Cruise recruitment project first time in Turkey).

August 2021 – July 2022

Masomo, İzmir, Turkey
Recruitment Specialist

- Conducting all talent acquisition and recruitment activities for all IT and non-IT roles,
- Performing, following, and executing all HR operations,
- Developing and organizing onboarding processes for all new employees,
- Assisting employer-branding activities and making benchmarking research,
- Following up on leave procedures of employees and personnel files.

December 2020 – August 2021 NBS HR, Philip Morris International (RPO), İzmir, Turkey
Recruitment Specialist

- Creating and publishing job ads on various portals,
- Collaborating with hiring managers to set qualification criteria for future employees,
- Maintaining a smooth onboarding process and preparing first-day documentation,
- Partnering with the VP of HR and the Recruitment Director with regard to all recruitment matters,
- Conducting phone screens and interviews and maintaining the pipeline of all active candidates,
- Interviewing candidates in-person for a wide range of roles,
- Maintaining a database of potential candidates for future job openings,
- Performing reference and background checks,
- Maintaining employment procedures and documentation process,
- Conducting general ability and technical competency exams for the candidates who succeed in the first interview.
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September 2019 – January 2021 Sabanci University, İstanbul, TURKEY
World History Courses, Teaching Assistant

- Facilitated discussion sessions on a weekly basis,
- Organized course content and activities for freshman students,
- Graded weekly assignments and midterms,
- Assisted course instructors with the logistics of the course.

August 2018 – August 2019 Japan Tobacco International Turkey, İzmir, TURKEY
Human Resources & Administration, New Graduate

- Got in touch with candidates and organized the meeting of them with departments,
- Prepared and hung announcements of recruited employees,
- Managed the process of recruitment for all positions,
- Interviewed candidates,
- Prepared detailed report about steps for each open position,
- Prepared and presented a project about the comparison of the company's recruitment process with other companies in the same sector,
- Kept a detailed database for candidates and employees.

August-September 2017 Hugo Boss, İzmir, TURKEY
Corporate Sales Department, Intern

- Researched market for possible future customers,
- Input data to the systems like SAP, PLM, and BMS,
- Assisted and observed on loading for shipments to LD3s and trucks,
- Assisted with warehouse systems,
- Extracted and filed BoM files,
- Archived receipts and custom papers,
- Participated in Young Talents Internship Project,
- Translated pattern files for the production-line workers.

July-August 2017 İzmir University of Economics, İzmir, TURKEY
Corporate Marketing Communication Directorate, Part Time

January-February 2017 Gülsa Medical Devices and Material Industry & Trade LTD., İzmir, TURKEY
Foreign Trade, Intern

- Filed the dispatch files from the customs,
- Translated the work-related papers,
- Counted inventory,
- Assisted employees of the company and paper filing.

September 2015 İzmir University of Economics, İzmir, TURKEY
Registrar's Office, Part Time

Major Achievements

- Entered IEU Political Science and International Relations department with full scholarship within the top %2 in the University Entrance Exam in 2013
- Achieved high-honor status for six terms in university education (except Erasmus term) between 2013-2018
- Holds 1st rank in her department/3rd rank in the faculty in IEU in 2018
- Won 3rd rank in Dalin Painting Competition in 2003

Further Skills

Foreign Language	English: Advanced (YDS: 93.75 / 100) German: Beginner Russian: Pre – Intermediate
Computer	SAP Success Factors MS Office Programs Stata QM Gephi Arena

Certificates

- “7 Habits of Highly Effective People”, Franklin Covey, 2018
- Young Talents Internship Project, Hugo Boss – 2017
- “How do children learn?”, Genç TEMA – 2015
- “21st Century Food Safety and Climate Change”, Genç TEMA – 2015
- “Negotiation and Mediation”, International Youth Leadership Academy – 2014
- International Trade and Finance Summit, IUE – 2014
- 1st İzmir Politics, Art and Academics Symposium, 2nd Young Politicians Workshop, IUE – 2013

Memberships

- İzmir University of Economics Genç Zihinler Fikir Atölyesi Board Member (2013-2014)
- İzmir Gençlik Diyalogu Derneği İzmir University of Economics School Vice-President (2013-2014)

References

Can be provided upon request