

Former science educator and administrator looking to bring collaborative problem solving skills to a new career in software engineering. Currently enrolled at Rithm School; expected to complete program in June 2023.

## EXPERIENCE

### Director of Education

Science Museum of Long Island | February 2021 - July 2022

- Primary contact for all clients. Provide support, scheduling and payment processing by phone, email, and in-person; organize and schedule over 500 unique events throughout the year  
Process all registrations and invoices
- Manage all teaching staff and maintain an efficient, positive environment; coordinate schedules through TSheets and Microsoft Office Suite  
Collaborate with volunteers and organizations for special events
- Create and present monthly program reports to the Board of Trustees
- Update and maintain website through Wix and Canva
- Create copy and content for website, social media, and promotional material Develop and manage budgets, cost analysis of all programming
- Compose and maintain forms for all clients, including health and insurance forms Track and implement reports of client metrics through MS Excel
- Assist in grant writing
- Oversee facility and grounds maintenance, coordinating with Nassau County and private contractors
- Teach classes as needed

### Program Coordinator

Science Museum of Long Island | January 2020 - February 2021

- Oversaw all program development, staff assignments, and scheduling
- Managed staff offices, calendars, and online databases
- Connected with clients by phone and email as main contact for all programming inquiries and scheduling questions
- Collaborated with board trustees, school administrations, and parents to organize events and classes
- Managed purchases of office supplies, program materials, and live animals Interviewed candidates and trained new teachers

### Science Educator

Science Museum of Long Island | December 2015 - January 2020

- Taught hands-on science programs for pre-K - high school students across Long Island  
Developed new curriculums for field trips, summer camp, and special events Provided customer service to clients by phone
- Managed the museum's social media accounts, increasing followers from 25 to over 400 in one year

## EDUCATION

Clark University | May 2014

Bachelor of Arts  
Biology, Philosophy

## SKILLS

Driven self-starter who learns quickly and works with efficiency, purpose, and affability

Proficient in all Microsoft Office Suite softwares, as well as Windows, Mac OS, Android, and iOS operating systems

Excellent written and oral communication skills: adept in expressing ideas to both peers and clients

Fluent in Turkish; intermediate Spanish