

Beyza Unalan

Curriculum Vitae

Address: 3/164 Geraldine Street, Edgware Christchurch 8013

Mobile: +64 0 22 640 3605

Email: beyzaunalan@gmail.com

LinkedIn: <https://www.linkedin.com/in/beyza-unalan-07b94422/>

PROFESSIONAL EXPERIENCE

Precool Allocations Coordinator

18.03.2019 – 02.06.2019

EastPack Limited - Quarry Rd
Te Puke, Bay of Plenty

- Coordinating the positioning of pallets and movements within coolstores,
- Minimizing pallet movements and increase efficiencies across the site.

Kiwi Fruit Thinning

17.03.2019- 18.03.2019

Parampreet Ltd.
Te Puke, Bay of Plenty

Kiwi Fruit Picking

14.03.2019 – 17.03.2019

PickBOP
Te Puke, Bay of Plenty

Laboratory Technician

25.02.2019 – 16.03.2019

VLS Laboratory - Seeka
Te Puke, Bay of Plenty

- Carrying out kiwi testing procedures and processes such as seed colour, fruit weights, dry matter, colour, brix and pressure testing etc.

Customer Service Representative

09.11.2018 – 08.01.2019

Brand Developers Ltd.
Auckland

- Answering inbound calls, attending to their queries,
- Tackling to aggravate clients with proper voice modulations,
- Escalating calls to the concerned departments,
- Promoting sales for the company and help to raise the company's infrastructure.

Certified Freelance Turkish-English Translator

Sep 2009 - Present

Director of Investor Relations

Aug 2012 – Apr 2018

Yesil Real Estate Investment Trust Inc.
Turkey

This is an open to public joint stock company, thus I worked with the law department.
Responsibilities included:

- preparing annual and quarterly basis operating and performance reports,
- making a disclosure of financial statements in Public Disclosure Platform by entering whole data to the system,
- preparation of material disclosures related to important developments in the legislative framework and issuance and in Public Disclosure Platform,
- following up the Capital Markets Board regulations and current legislation, assisting in carrying out activities in compliance with corporate governance principles,
- organizing the General Assembly Meetings in compliance with the legislation and the articles of association, informing the shareholders about the resolutions,
- supporting the execution of relations with legal institutions (Stock Exchange Istanbul, Capital Markets Board, Central Registry Agency) in order to fulfill the legal responsibilities related to capital markets,
- developing investor relations strategies and preparing analyst and investor presentations, responding to investors written and oral questions and requests.

Office Administrative Assistant
 Lightspeed Business Solutions Ltd.
 United Kingdom

Mar 2012 – Apr 2012

This is a company specialized in data and document capture, management and control. Responsibilities included:

- Preparing the documents, scanning, archiving files (such as invoices, staff expense forms, airway bills, billing and credit reports etc) of customers which are companies from different fields.
- Indexing the information after preparation by using the software Paperflow to provide a database to customers as a part of Business Process Outsourcing.

EDUCATION AND TRAINING

Master of Science, Business Management (marketing major) **2012**
 Oxford Brookes University, United Kingdom (academic transcript available on request)

Bachelor of Science, Economics **2010**
 Yildiz Technical University, Turkey (academic transcript available on request)

Exchange Student in USA
 Highline High School, Seattle (certificate available on request) **2004 – 2005**

PERSONAL INTERESTS AND ACTIVITIES

- Digital Filmmaking Workshop, Digital Film Academy (5 months)
- Active Member of Nature Research, Out-Door Sports and Rescue Society (2001-Present)
- Playing piano, photography-cinema, trekking-camping

REFEREES

Elliot Power, Assistant Coolstore Manager, EastPack Limited

Email: elliott.power@eastpack.co.nz, Telephone: +64 27 492 4666

Sachet Sharma, Laboratory Operations Manager, VLS Laboratory – Seeka

Email: sachet.sharma@vls.net.nz Telephone: +64 27 265 0593

Debbie Smith, Team Leader, Randstad New Zealand

Email: debbie.smith@randstad.co.nz, Telephone: +64 09 336 0348

Param Khera, Contractor, Parampreet Ltd.

Email: parampreetltd71@yahoo.com, Telephone: +64 21 712 890

Phillippa Wright, Manager, PickBOP

Email: phillippa@pickbop.co.nz, Telephone: +64 27 285 8106

Isik Gokkaya, Former General Manager, Yesil Real Estate Investment Trust Inc.

Email: igokkaya@outlook.com, Telephone: +90 532 4776148

Adrian Guice, Director, Lightspeed Business Solutions Ltd.

Email: ade@lightsol.co.uk, Telephone: +44 7930 407399