



Assoc. Prof. Dr. **Mehmet Murat Ergüvan**

4/24, Ioane Petritsi, Didi Dighomi, 0131, Tbilisi, Georgia (Republic of)

18 May 1969, Hacettepe (Ankara) / Turkey; Married with 4 children

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Work Experience

International Black Sea University, Georgia

September 2012 to present

Vice Rector for Science and Research

- restructuring the research framework at the university
- organizing scientific events

Head, Strategic Planning and Development Office & Total Quality Management Office

- producing process identification documents and more than 300 forms downloadable online (Word, Excel, Access, Google Docs, Joomla)
- updating vision, mission, and values of the university
- produced the statistical framework for data visualization (mainly Tableau) and reporting
- set up the electronic platform for collecting institutional data, activity reports and produce the strategic planning
- produced a staff database in MS Access
- offered trainings on Microsoft Office products and EndNote

Head, International Relations Office

- international student recruitment
- expanding university network
- Erasmus+ KA1 and KA2 projects
- coordinating 2 TEMPUS projects
- produced a MS Access database for student exchange and student recruitment

Teaching

- Quality Management, B.A.,
- School Management and Leadership, B.A.
- Technologies in English Language Teaching, M.A.
- Oral Translation, B.A.

Nile University, Nigeria

September 2011 to July 2012

Dean of Faculty of Arts, Management, and Social Sciences

- teaching EFL related courses
- established the basic quality management platform with standardized processes and forms
- produced orientation packages
- coordination of signing memorandums for institutional collaboration

Qafqaz University, Azerbaijan

August 6, 2001 to August 31, 2011

Vice Rector for External Affairs

- developed and coordinated projects (TEMPUS, Erasmus+, NATO, DAAD)
- helped improved regulations and processes as part of the quality development team
- helped improve the university website

- expanded university's network in EU and US – signing many memorandums, subscription to 3 networks, boosting exchanges
- organized summer schools (DAAD Germany, TUIC Turkey, CSS Georgia)
- represented the university and the country at various international events

Ag. Head of Department, Translation and Interpretation & Department, English Language and Literature

- developed curriculum and saw day-to-day activities

Coordinator, Coordinating Unit for Language Teaching (School of Languages)

- set up the School of Languages; coordinated 30+ classes with 50+ instructors
- developed a student management database (classrooms, exams, attendance)
- organized and offered trainings
- offered EFL classes

Education

- Ph.D. - International Black Sea University, Georgia – Education Sciences - 2016 (A Framework for Implementation of Total Quality Management in Georgian Higher Education Institutions in the Context of International Black Sea University)
- M.A. - University of Languages, Azerbaijan – Translation – 2005 (Translation Analysis of George Orwell's Animal Farm and Nineteen Eighty-four into Turkish through Translation Theories)
- EFL Teaching Certification – IELI, University of North Texas, USA (2003)
- General Teaching Certification – Marmara University, Turkey (1996)
- B.A. - Hacettepe University, Turkey – Translation (1992)

Key Skills

- Data visualization
- G Suite and Google Apps Script
- Implementation of quality management systems
- Process improvement
- Project management
- Teaching ELT
- Coordinating international relations activities
- Developing database structures

Languages

- English (fluent), Turkish (native), Uzbek and Azeri (intermediate)

Courses

- Quality Management
- School Administration
- Oral Translation
- Instructional Technology