

# Osman Orka

## Professional in Customer Service and Program Management

### CONTACTS

- ☎ 0413409201
- ✉ osmanorka@hotmail.com
- 📍 Craigieburn VIC 3064

### SKILLS

- Efficient in fast-paced environments
- Customer service and communication
- Organizational and administrative proficiency
- Multicultural understanding and bridge-building
- Quick adaptation to diverse work settings
- Adept at working under challenging conditions
- Quickly acclimates to new environments, enhancing job performance

### EDUCATION

- Bachelor of Cybersecurity  
Torrens University |  
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- Diploma in Web Development  
Coder Academy |  
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- Bachelor Degree in Mechanical Engineering  
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1995-2000

### EXPERIENCE

#### Local Turkish Newspaper Manager Zaman Newspaper | Dandenong

Managed operations, overseeing editorial content, production, and distribution. Led a team, ensuring timely publication and maintaining quality. Fostered advertiser and subscriber relationships to support revenue growth.

2007 – Current

#### Executive Assistant Australian Intercultural Society | -

Organized intercultural programs, coordinating with government and community figures. Facilitated educational events and seminars.

2013-2015

#### Customer Service Attendant Takeaway Food Shop | Brisbane

Provided excellent customer service, managed transactions, and ensured an organized environment.

2000-2002

### ABOUT

Dedicated professional with a background in customer service, administrative roles, and program management. Seeking part-time opportunities in a dynamic factory environment to leverage my organizational and communication skills.