



Rabia Nur Ardiç

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WORK EXPERIENCE

01/2025 – CURRENT Berlin, Germany

VOLUNTEER STUDENT ASSISTANT OFF-UNIVERSITY

- Organizing and structuring past course-related content in chronological order.
- Arranging website content based on historical timelines.
- Assistance in the preparation of the annual conference.
- Managing mailing operations and correspondence.
- Supporting event planning and execution.

09/2022 – 01/2023 Berlin, Germany

STUDENT ASSISTANT FORUM TRANSREGIONALE STUDIEN

- Conducted bilingual (English & Turkish) content analysis for newspapers and magazines, ensuring relevance and accuracy.
- Developed and managed comprehensive keyword lists to optimize project performance and targeting.
- Organized and streamlined Excel files and documentation for improved efficiency and data accessibility.
- Performed keyword research and archival searches, enhancing content strategy and project insights.

11/2021 – 03/2022 Istanbul, Türkiye

PROJECT ASSISTANT HUMANIST PUBLISHING HOUSE FOR BRITISH COUNCIL'S INTERNATIONAL COLLABORATION GRANT

- Provided comprehensive project detailing, ensuring clarity and alignment with objectives.
- Conducted in-depth research and authored application forms to meet project requirements and deadlines.
- Coordinated travel logistics and organizational planning, ensuring seamless execution of activities.
- Curated and defined academic and non-academic content for activities, aligning with the project's goals and target audience.

10/2021 – 02/2022 Istanbul, Türkiye

PART-TIME MEMBER METROBI - DMV LAUNCH PROJECT

- Conducted detailed research on target companies to gather accurate and relevant information.
- Input and organized data of US-based companies into Excel documents, ensuring precision and consistency.

09/2021 – 12/2021 Istanbul, Türkiye

CONTENT CREATOR ORTADOĞU POSTASI

- Monitored and analyzed Middle East news developments, providing insights and updates for strategic decision-making.

09/2019 – 01/2020 Istanbul, Türkiye

INTERN INDEPENDENT COMMUNICATION NETWORK (BIA)

- Researched and analyzed news content, conducted interviews, and authored high-quality news articles tailored for diverse audiences.
- Produced engaging and impactful content, aligned with organizational goals and audience needs.
- Monitored and synthesized insights from foreign press, supporting informed decision-making and cross-cultural communication strategies.

EDUCATION AND TRAINING

10/2021 – CURRENT Berlin , Germany

MASTER OF ARTS, INTERDISCIPLINARY STUDIES OF THE MIDDLE EAST Freie Universität Berlin

Thesis:

- Boğaziçi University, Undergraduate Research Project, "The Perception of Timekeeping in the Ottoman Empire: From Muwaqqithanes to Clock Towers
- Boğaziçi University History Studies Community (BUTIK) & Boğaziçi University Social Sciences Community
- (SBK) "State Theories Reading Group", "Regime and State Symposium in Turkey"

● **LANGUAGE SKILLS**

Mother tongue(s): **TURKISH**

Other language(s): **ENGLISH - C1** | **GERMAN - A2** | **OTTOMAN LANGUAGE**

● **DIGITAL SKILLS**

SEO | Microsoft Office | Copywriting Tools | Basic Graphic Design (Canva)

● **CONFERENCES AND SEMINARS**

Vienna, Austria

Turkologentag 2023: The Fourth European Convention on Turkic, Ottoman and Turkish Studies Participant

21 - 23 September, 2023

Berlin

Re-constitution Alumni & Network Conference / Conference Assistant Distance and Convergence: Re-constituting Democracy and the Rule of Law in Europe

8-9 September, 2022

● **PROJECTS**

Participant in the BIA Workshop, "Basic Journalism Workshop"

- Attended a comprehensive journalism workshop focused on developing fundamental skills in writing, reporting, and content creation.
- Engaged in practical exercises covering various aspects of journalism, including news writing, interviewing, and ethical reporting.
- Collaborated with fellow participants to analyze and critique journalistic content.
- Gained insights into the professional standards and practices of journalism, including the role of media in society.