

PERSONAL INFORMATION



Mehmet CETINKAYA

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Sex Male | Date of birth 18/09/1988 | Nationality Turkish

WORK EXPERIENCE

10/2017–02/2018

Project Manager (Project Based)

INNO CONCEPT GmbH, Berlin (Germany)

Determining the training needs of the company's employees, designing, planning, implementing and reporting the needs-oriented training. Long-term education impact analysis. In addition, planning company's international meetings in order to reach new customers in Turkey and Europe, congress and the market analysis done by representation at trade fairs in Turkey and Germany. Designing Erasmus + programs for the companies and preparing the application form to the related grants, application of the grant, designing, monitoring, evaluating and reporting of the projects.

10/10/2017–07/11/2017

Non Key Expert (NKE) (Project Based)

BAREM Consultancy & ECORYS, İstanbul, Tekirdağ, Edirne, Kırklareli (Turkey)

As a Key Expert, the management of the Trakya Career Development Project's training courses on the training courses of the Trakya Career Project in the universities of Edirne, Tekirdağ and Kırklareli. Planning of training courses, selecting appropriate trainers, carrying out logistics processes (selection of participants, training hall etc.), carrying out the implementation, monitoring, evaluation and reporting processes of education. Incentive studies for the implementation of Erasmus + projects in universities and giving information seminars. Ensuring communication with the KOSGEBs in the TR21 (in Edirne, Kırklareli and Tekirdağ).

02/02/2017–Present

Project Manager (Freelance)

INCOS Education and Consultancy, Istanbul (Turkey)

Training Management and Training: Training needs analysis, training design, quotation, training implementation and reporting processes for corporate firms.

Consultancy: Establishment of Human Resources Department, Establishment of Purchasing Department, Establishment of Performance Evaluation System.

29/09/2014–06/12/2016

Manager of Youth Work Research and Application Center / Erasmus+ Programme Coordinator

Istanbul Arel University, Istanbul (Turkey)

Founder and Center Director of Youth Work Application and Research Center and Erasmus Program Coordinator, implementation and management of university activities in this field.

Ensuring the University to benefit from Erasmus +, Council of Europe & European Youth Funds.

Application to the related accreditation programs as a university. With these accreditation and funds, young people and students can participate in international exchange programs, training courses, seminars, courses, congresses, work shading visits, Erasmus + European Voluntary Service program, etc.

Erasmus + Higher education mobility planning in the field of higher education, according to the plan; making sure that the grant application to the National Agency of Turkey, education, training, personnel and provision of lectures mobility grants used correctly

Carrying out logistics processes in all visas, passports, travel, certification, insurance and other matters in the processes of benefiting from international mobility programs.

Orientation and official procedures of foreign students and volunteers with Erasmus + programs.

Managing the budget of the organization, organizing national and international meetings and conducting project partnership and cooperation agreements with universities, governorship, municipalities, non-governmental organizations for the Erasmus + program.

Coordination of English exam with the School of Foreign Languages, placement of students, administrative staff and academic staff in quotas, managing mobility activities, reporting to the related ministry and other 3rd institutions and organizations.

Managing the official networks with The European Commission, Council of Europe, SALTO, the National Agency of Turkey and other public institutions and organizations.

Training Courses, Language Courses, Social Activities and Social Responsibility Projects for young people living in Istanbul and International youth.

Managing social media accounts.

18/07/2013–Present

Founder President

Gençlik Çalışmaları Derneği (Youth Work Association), Istanbul (Turkey)

General management of the association as the Founder Chairman of the Board, representation to the official institutions, internal and external institutions and organizations, the implementation of International Erasmus + Projects and the management of all administrative financial processes.

Planning the programs and projects for the realization of the objectives of the association, managing the grant applications, obtaining the related ministerial accreditations and managing the processes, implementation of the grant programs, reporting and sharing the results.

Writing Erasmus+ Youth and Volunteering projects, receiving grants, directing young people to these projects, conducting international and domestic mobility programs, organizing passports, visas, insurance, travel and accommodation arrangements of volunteers from abroad and to abroad.

Youth Exchange, Training courses, Seminar, Work shading visits; planning, implementation and reporting of volunteer projects within the scope of Erasmus+. To collaborate with the universities, municipalities, non-governmental organizations and other official authorities for Erasmus+ programs internationally. Manage website and social media accounts.

04/2014–Present

Trainer (Freelance)

Turkish National Agency (Ministry for EU Affairs in Turkey, The Centre for Education Youth Programmes), Ankara (Turkey)

As a member of Erasmus+ National Agency of Turkey (Ministry of Foreign Affairs of the EU Education and Youth Programs Center Presidency) 's trainer's pool; preparation of content for national and international activity plans and training courses included in the annual education calendar, training organization, carrying out the training course, monitoring, evaluation and reporting of content and logistics details at the end of training.

03/2013–04/2018

Activist / Training Facilitator and Reporter / Campaign Manager (Volunteer)

Council of Europe, Strasbourg (France)

Planning and disseminating the online and offline activities of the human rights campaign (No Hate Speech Movement) in 47 countries by the Council of Europe's Youth Department as a team

Preparing guidelines for the national coordinators and ensuring that the planned activities are carried out.

Monitoring, evaluation and reporting of international events.

International executing the planned activities in Turkey and reporting, including the establishment of a support group of NGOs in Turkey that, given the relevant training, managing and directing.

Determining the training needs of international campaign coordinators, planning training and seminars to meet these needs as a member of support and attendance group;

Monitoring, evaluation and reporting of activities carried out in line with the expectations of the Council of Europe after international activities.

Creation of result booklets of the event if planned.

13/07/2013–20/09/2014

Founder President / Trainer

Gençlik Bilgi Merkezi Derneği (Youth Information Association), Gaziantep (Turkey)

General management of the association as the Founder Chairman of the Board, representation to the official institutions, internal and external institutions and organizations, the implementation of International Erasmus + Projects and the management of all administrative financial processes.

Planning the programs and projects for the realization of the objectives of the association, managing the grant applications, obtaining the related ministerial accreditations and managing the processes, implementation of the grant programs, reporting and sharing the results.

Writing Erasmus+ Youth and Volunteering projects, receiving grants, directing young people to these projects, conducting international and domestic mobility programs, organizing passports, visas, insurance, travel and accommodation arrangements of volunteers from abroad and to abroad.

Youth Exchange, Training courses, Seminar, Work shading visits; planning, implementation and reporting of volunteer projects within the scope of Erasmus+. To collaborate with the universities, municipalities, non-governmental organizations and other official authorities for Erasmus+ programs internationally. Manage website and social media accounts.

11/2017–Present Senior Trainer (Freelance)

Pool of Trainers and Facilitators by APICE (Italy)

As a member of trainer's pool; preparation of content for national and international activity plans and training courses included in the annual education calendar, training organization, carrying out the training course, monitoring, evaluation and reporting of content and logistics details at the end of training.

20/05/2008–20/09/2012 International Programs and Projects Coordinator / Trainer

Alternatif Gençlik Çalışmaları Derneği (Alternatif Youth Work Association), Gaziantep (Turkey)

Planning the programs and projects for the realization of the objectives of the association, managing the grant applications, obtaining the related ministerial accreditations and managing the processes, implementation of the grant programs, reporting and sharing the results.

Writing Erasmus+ Youth and Volunteering projects, receiving grants, directing young people to these projects, conducting international and domestic mobility programs, organizing passports, visas, insurance, travel and accommodation arrangements of volunteers from abroad and to abroad.

Youth Exchange, Training courses, Seminar, Work shading visits; planning, implementation and reporting of volunteer projects within the scope of Erasmus+. To collaborate with the universities, municipalities, non-governmental organizations and other official authorities for Erasmus+ programs internationally. Manage website and social media accounts.

EDUCATION AND TRAINING**07/2018–Present PhD in Management and Organisation**

Istanbul Arel University, Istanbul (Turkey)

PhD. Thesis: Learning Organisations (NGOs) in Turkey and Benchmarking with the EU countries (under construction)

10/2014–02/01/2017 Masters in International Relations (With Thesis)

Istanbul Arel University (% 50 Scholarship), Istanbul (Turkey)

Master Thesis: "European Union Youth Programs' Contribution to European Citizenship Awareness and Sustainability of European Union"

10/2008–09/2010 Bachelor Degree on Business Administration

Anadolu University, Eskisehir (Turkey)

09/2006–06/2008 Technical College on Accounting (Associate Degree)

Cukurova University, Adana (Turkey)

- 09/2001–06/2005 **High School (Accounting)**
Ahmet Erkul Ticaret Meslek Lisesi, Gaziantep (Turkey)

- 25/09/2015–09/07/2016 **Training of Trainers**
SALTO-YOUTH Participation and Information Resource Centre by European Commission, Sofia, Bulgaria / Bonn, Germany / Brussels, Belgium

- 23/04/2014–29/09/2014 **Social Leader Forum**
Creative Development Center in cooperation with CRISP e.V., Tbilisi, Georgia - Baku, Azerbaijan - Istanbul, Turkey (Germany)

- 15/02/2014–23/02/2014 **Train the Trainers “it is up to me”**
NaturKultur e.V., Minden (Germany)

- 03/2013–04/2013 **Activists' Training on Human Rights Online**
Council of Europe, Strasbourg (France)

- 17/12/2013–22/12/2013 **Yinformasyon - Training of Trainers**
Youth Information Center Association, Gaziantep (Turkey)

- 19/11/2013–25/11/2013 **NGO Resources Management – Human, Personal, Financial**
Verein Naturkultur, Schwanden-Sigriswil (Switzerland)

PERSONAL SKILLS

Mother tongue(s) Turkish

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
YÖKDİL (English Exam by Turkish Higher Education Council) Result: 80/100					
German	A1	A1	A1	A1	A1
Polish	A2	A2	A2	A2	A1
Azerbaijani	C1	C1	C1	C1	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- good communications skills gained through my over ten years experience in both corporate, governmental and nongovernmental role in business, youth work, human rights sector, social work and training field
- proven self confidence and representation skills gained meeting and hosting Turkish and European officials such as the ministers, high level politicians,
- dealing and creating new agreements with manufacturers from all over the World,
- management and communication skills gained by Human Rights Education campaign by Council of Europe for 5 years (No Hate Speech Movement)

Organisational / managerial skills

- leadership and management skills gained through my previous experiences; in NGOs, INGOs, University, Companies and etc.

- managing a team of 12 in Research and Application Center in Istanbul Arel University
- presidency of Youth Work Association: 123 member, more than 50 volunteers
- executive board member at International Labour Association (that organizes local training courses in more than 20 provinces of Turkey)
- managing the community team in international campaign called "No Hate Speech Movement" with 400+ international volunteers in 37 countries (2013-2018)
- managing the community team in national campaign called "Youth Information Council" (Gençlik Bilgi Konseyi) with 765 volunteers in 72 provinces of Turkey (2013-2014)
- managing the community team in national campaign called ""it's just a child" (o daha çocuk) 540 volunteers in 69 provinces of Turkey (2013-2015)
- organising more than 210+ international youth exchanges, international training courses and seminars
- hosting and taking part in leading team in GapGenç Festival (1,200 accommodated international and national participants and 500 volunteers)
- management of youth organisations for over 10 years in total on administrative, team management, accounting and office work
- other relevant planning and coordination skills

Job-related skills

- Program and Project Development skills gained through thirteen years of professional NGO and university experience
- Networking, partnership building and representation skills which might is essential for finding partners and liaising with officials
- Management skills for the team and international staff
- Good knowledge of written and spoken level of English which might be essential for international events as moderator, trainer, facilitator or guest speaker
- Excellent skills for IT software and hardware to use in daily work and train others (such as staff and students)
- Proven competences on planning, implementing, managing, observing and reporting for sustainable and continuous work
- Training the employees and development of any kind of institution and companies.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

- good command of MS Office Suite (word processor, spread sheets, presentations)
- good command of Corel Draw, graphic designing software and web design
- great skills on Social Media accounts management and publications on web IT medias
- ability to use accounting programmes

Driving licence

AM, A1, A2, A, B1, B, D1

ADDITIONAL INFORMATION

Military Service

Done between: 01 December 2010 - 17 May 2011 in Samsun and Amasya, Turkey

Courses

110+ National and International Training Courses in NGO field, Human Rights, Leadership or Management related topics.

Projects

140+ International Erasmus+ and Youth in Action Projects

6 European Union Funded Projects
3 National Campaign
1 Project by Council of Europe on Human Rights
Managed over 1.200.000+ EUR budgeted so far

Seminars 35+ National and International Seminars as moderator, facilitator or trainer

Conferences 60+ National and International conferences as moderator, presenter, guest speaker, facilitator or trainer

Honours and awards Education Mention Award by Istanbul Arel University
Best Youth Policy Executive - Ministry of Youth and Sport in Turkey
Best Youth Worker - Uludağ University

Relevant Abroad Experiences During the projects, training courses, seminars, meetings and other relevant events, I have had experience travelling below countries; Germany, Austria, Belgium, Bulgaria, Czech Republic, Estonia, France, Croatia, Netherlands, Spain, Italy, Latvia, Lithuanian, Hungary, Poland, Portugal, Romania, Slovakia, Slovenia, Greece, Albania, Azerbaijan, Bosnia and Herzegovina, Armenia, Georgia, Swiss, Montenegro, Kosovo, Liechtenstein, Macedonia, Serbia, Turkey, Ukraine, Vatican, United Arab Emirates and organised various kind of events for various sized groups of people.

Memberships President - Youth Work Association (www.youth.org.tr) - Ongoing
Founder Board Member - International Labour Association (www.ila.org.tr)
Founder President - Youth Information Center Association (www.yinfo.org.tr)
Board Member - Alternatif Youth Work Association (Closed)

References - Tomasz Szopa - Chief Specialist - SALTO EECA - tomasz.szopa@frse.org.pl - +48224631462
- Tomasz Lubotzki - Freelance Trainer (SOHO Trainer) - tlubotzki@gmail.com - +491636246953
- Marius Jitea - Project Officer - Council of Europe - 0033390215061 - Marius.JITEA@coe.int
- İbrahim DEMİREL - Programme Coordinator - Turkish National Agency - +905322931903
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- Remzi KORUKLUOĞLU - Turkish National Agency - +905069303989
- remzi.korukluoglu@ua.gov.tr