

## PERSONAL INFORMATION



## Mustafa Odkem

 Ankara (Turkey)

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## WORK EXPERIENCE

01/11/2018–Present

**Content Creator**

Bizim Ufaklık

- Creation, branding and positioning of the social media accounts focused on Child Development, Family and Education
- Podcast production
- Instagram content creation
- Youtube content creation

06/2016–01/11/2018

**Founder**

Fitbon Health and Dietetics, Ankara

- Founding and Management
- e-Commerce Management
- Process Optimisation
- Advertisement and Marketing Organisation
- Web Site and Social Media Management
- Brand Positioning
- CRM / ERP software designing
- HR
- Supplies Management
- Delivery Management
- Customer Relations Management

06/2018–07/2018

**Educational Consultant**

Confidential (Iraq)

Educational Consultancy for a private school founded in Iraq / Kirkuk

- Defining needs of School and Building
- Defining needed Employee
- Defining needs for International Education and 21st Century Education

05/2015–06/2016

**Head of School**

Yeni Bilim Amerikan Kültür Koleji, Ankara

General Manager of Kindergarten and Primary School

- Founding administrative and academic systems
- Founding school systems
- Decision making of classroom design, materials and practices with Founders
- Executing Advertising and Promotion campaigns
- Creating School Policies
- HR
- Parent and Student Admission Meetings

02/2013–05/2015

**Educator - Coordinator - Vice Principal**

Özel Yüce Okulları, Ankara

**School Vice Principal and Academic Coordinator** (August 2014 - May 2015)

- Teachers' Trainings
- MYP Plans
- Planning of Student Centered Education
- Differentiation
- Formative / Summative Assessment
- Unit Plans
- Collecting the evidence of student learnings

**IB-MYP Coordinator** (August 2013 - May 2015)

- Application of IB MYP Candidacy
- Consultancy Period of IB MYP Candidacy
- Creating Awareness
- Workshop Leadership of Professional Development
- Constructive Approache
- Student Centered Education
- Flipped Classroom
- Guidance of Subject Group Leaders
- IB MYP Consultant Visit
- IB MYP Application of Authorization
- IB MYP Coordination of preparings for Authorization Visit
- IB MYP Authorization Visit (No MTBA - Matters To Be Adressed)
- IB MYP Authorization Certificate in 1.5 years

**R&D Team Member** (July 2013 - May 2015)

- Yuce Schools Research and Development Department and Independent Assessment center member
- Preparation of Standardized Assessments of Turkish Language for 5-6-7-8th grades (5 times in a period, 10 times each year)
- Preparation of Standardized National Exam Preparation exams Turkish Language tests for 5-6-7-8th grades (5 times in a period, 10 times each year)
- Scholarship exams Turkish tests
- Research and workshops about: Flipped Classroom, differentiation, integration of educational technologies, literature review, field and case studies, content development, teachers' education

**Turkish Language Teacher** (February 2013 - June 2014)

- Turkish Language Teacher
- Head of Turkish Department
- Subject Group Leader
- Educational Coach / Mentor

09/2012–02/2013

**Turkish Language Teacher**

Cevizlidere Gelişim Dershanesi

- + Turkish Language Teacher
- + Head of Department
- + One on one teaching
- + Reading activities coordinator

09/2009–09/2010

**Turkish Language Teacher**

Karacan Dershaneleri, Ankara

- + Turkish Language Teacher
- + One on one teaching
- + Creating educational materials
- + Question making for tests, homeworks, worksheets and books

05/2005–12/2011

**Founder and Producer**

Barcode Rex Kayıt Stüdyoları, Ankara

- Foundation and operation of studios in Kolej, Kızılay and Kocatepe

- Recording, production and arrangement
- Organizing concerts
- Providing musicians for concerts, jams and festivals

EDUCATION AND TRAINING

2005–2009 **Turkish Language Teaching**  
Baskent University, Ankara (Türkiye)

PERSONAL SKILLS

Mother tongue(s) Turkish

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Chinese	A1		A1		
	Beijing University				
Japanese	A1		A1		
	Baskent University				

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

- I am a life-long learner
- I improve myself continuously through online learning, courses, workshops and books.
- I give importance to develop myself in different fields.
- I'm a good leader and team member as well.
- Being a scout, teacher and manager gave a chance to me to be an outgoing and positive person. Written and verbal communication is my strength.
- I am a multitasker. I can work on different projects and I can use different project management and productivity tools as Asana and Trello.
- I'm a detail oriented and success driven person.
- I believe in power of fusion.
- I'm good at stress and crisis management.
- I'm a curious, innovative person who likes to do research and try different perspectives. I can also work very patiently, calmly and focused to result.

ADDITIONAL INFORMATION

Dijital Beceriler

- Sound: Audition, Reaper
- Visual: Premiere, After Effects, Photoshop, Illustrator
- Office: Microsoft Office
- Productivity: Slack, Trello, Asana, Hotjar, Hootsuite, Planoly

Certifications

- Direct Marketing with DPID (Association of Direct Marketing Communicators)
- Entrepreneurship 2: Launching your Start-Up (Wharton University of Pennsylvania)
- 360 Degrees Branding (Ankara Brand Festival)
- Cambridge English Teacher Training Roadshow (Cambridge English Language ASsessment)
- Young Entrepreneurship Development Program (Ankara Development Agency)

- Entrepreneurship 1: Developing the Opportunity (Wharton University of Pennsylvania)
- Applied Entrepreneurship (KOSGEB)
- Music Business Foundations (Berklee College of Music)
- What Future for Education (University of London)
- How do IB Programmes Prepare the Learners for the 21st Century? (AREL Koleji)
- Project Management (ODTU Sem)
- Technics of Job Interview (Udemy)
- Chinese Language Course (University of Beijing)
- CITO Turkey Seminar Days (CITO)
- EduNet Vocational Guidance Test (Yuce Schools)
- IB MYP Language and Literature: Implementing the MYP (IB)
- IB MYP Heads of School / IB Coordinators: Implementing the MYP (IB)
- Differentiated Teaching Workshop (Yüce Schools)
- Innovation in Education Movement (Doğa Schools)
- Pre-school Education Seminar (Önce Okul Öncesi)