

# Beste KOÇAK



Mehmet Akif ERSOY District, 6717  
Street, Güneş Apt. 4/20

Kepez \ ANTALYA

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**Gender;** Female  
**Marital Status;** Single  
**Date of Birth;** 25<sup>th</sup> June 1995  
**Nationality;** Turkish

## Education

**Gaziantep University**  
Faculty of Educaiton  
English Language Teaching  
2013 - 2017

### Ereğli Anatolian High School

2009– 2013

Ereğli / KONYA

### Kasım Topak Primary School

Ereğli/ KONYA

## Language Skills

**Turkish** – Mother Tongue  
**English** – Foreign language

( Reading and listening C2 level

Writing and Speaking C2 level)

## Digital Competence

MS Office : Advanced level  
Microsoft Excel : Advanced level  
Movie Maker : Intermediate level  
Internet : Advanced level  
Communication : Advanced level

## Experiences

### 12<sup>th</sup> September 2016 – 02<sup>nd</sup> June 2017

#### English Teaching Internship, Gülşen Batar High School, Gaziantep, Turkey

- General teaching internship in a high school
- Observing the class activities
- Designing and applying communicative lessons

### 19<sup>th</sup> June 2017 – 24<sup>th</sup> September 2017

#### Teacher of English, Than Dong Viet, Ho Chi Minh City, Vietnam

- Helping students to improve their speaking skills
- Preparing and presenting lessons in given content
- Arranging Speaking Classes

### 30<sup>th</sup> September 2017 – 31<sup>st</sup> May 2018

#### Teacher of English, AMA Binh Thanh, Ho Chi Min City, Vietnam

- Preparing and presenting communicative lessons to young learners according to the curriculum
- Making them practice their English by talking one by one

### 2<sup>nd</sup> January 2019 – 14<sup>th</sup> June 2019

#### Teacher of English, Private Zafer Secondary School, Konya, Turkey

- Prepare lessons according to the given curriculum
- Arrange social activities and exams

#### Hostess and Translator, Gaziantep Middle Eastern Exhibition Center, Turkey

- Presenting the products to foreign customers in carpet exhibiton
- Taking care of the customers and selling furnitures in furniture exhibition

## Trainings

**Ground Services Training** by Kariyer Online Education

## Skills

### Organisational / managing skills

- Leadership
- Adaptation
- Self-awareness
- Teaching language
- Translating texts from English to Turkish
- Critical Thinking
- Coordinaiton planning

### Job- related skills

- Effective communication skills
- Problem solving and crisis management
- Having reliable assesments

## References

**Murat İRCAL**, Public Prosecutor, 0505 296 66 29

**Hüseyin İlker PARLAKER**, Responsible for Radio Tracking in Antalya Airport  
0545 840 09 91

**Burak SERPEK**, School Principal in Private Zafer Secondary School  
0532 560 47 84

## Documents

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Diploma.pdf



Foreign Language  
Document.pdf



Certificate of  
Appreciation.pdf