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**S. Gülay SEYHAN**

**EDUCATION:**

**Danish Education:** Studieskolen / Odense University (2002 – 2004),

VoksenUddannelsesCenter / Fredericia (2003 – 2004),

**Construction Mng. Master**: Istanbul Technical University, Faculty of Engineering, Construction Management (1997 – 1998),

**University Education:** Middle East Technical University,Faculty of Architecture, Department of Architecture (1983 – 1989),

**High School:** Ïzmir Özel Türk College (1980 – 1983).

**WORK EXPERIENCE:**

**Sworn Translator Danish-English-Turkish (Istanbul/Turkey):**

**Janury 2005 – present,**

• Translation of various documents/texts (financial, legal, technical, legal and administrative documents)Specific fields: constrcution, art and architecture, contaracts, telecomunication, scientific, esoteric, movies, TV programs etc…

**Huawei Technologies (Melbourne/Australia):**

**December 2011 – May 2012,**

**Optus VIC Metro U900 Deployment Project,**

**Position Held: Site Controller,**

* Co-ordinated existing NSN equipments swap with Huawei 3900L with all technologies, installation, testing, integration and acceptance of sites,
* Managed U9 deployment and MHA addition and supervision of the subcontractors including equipment installation and commissioning,
* Gathered and examined site information for swap, like existing antenna system, BTS, DC and power equipments, floorplan, cables, feeders etc Ensured any materials required for swap were made available; if antenna swap required with feeder, tail, tilt, orientation, mounting, MHA, PDU etc, and if new rack required with size, feeder, installation etc. and monitored purchase orders of the sites materials,
* Direct liaison with subcontractors for clarification of technical/quality standards and requirements,
* Ensured delivery achievement of all site swap milestones on time, kept in view budget constraints and customer requirements,
* Prepared and reviewed of installation site binder documentation for SAED, Design, Construction. Installation and Commissioning.

**Huawei Telecommunication (Istanbul/Turkey):**

**March 2010 – May 2011**

**Huawei** **Turkey** **Network** **Rollout Operations Department,**

**Position Held: Senior Site Design and Planning Engineer, Team Leader,**

* Involved in the base station construction from site acquisition to network integration of the site,
* Managed all resources including towers, shelters, generators, all mechanical works, electrical works to make sure the site to be build With proper materials,
* Supervised all project working stages and met the planned target date, cost and quality,
* Organized TSS and guided subcons. , combined all antennas and equipments info like MW, RNP antenna type, height, location, angle, tilt, mounts, size etc. PTN type, location, size etc. together with construction works like; tower, pole, foundation, fence, shelter, room layout, feeder, fiber, power and grounding cable, air condition, DC rectifier/battery, Earth System and others, made sure accurate and feasible site detailed designs prepared with BOQs, followed customer approval process and uploading data on i-site.
* Reviewed the overall progress, discrepancies of the area.

**Lemcon Networks Ltd (Ericsson Networks – Polkomtel Project, Poznan/Poland):**

**October 2008 – April 2009**

**Polkomtel Rollout Project,**

**Position Held : Design and Documentation Coordinator,**

* Technical site survey of Backbones Sites,
* Preparation of specific Green Field, Roof-top and Co-Location site and equipment design with Microsoft Office Visio,
* Rack design with Microsoft Office Visio,
* Preparation of Site Survey Reports,
* Preparation of site documentation and submission to customer.

**Lemcon Networks Ltd (Nokia Siemens Networks – DNK Nødnet Tetra, Oslo/Norway):**

**February 2008 – September 2008**

**Tetra – Rollout Project,**

**Position Held : Site Design Engineer,**

* Creation of specific Green Field, Roof-top and Co-Location site design with AutoCAD,
* Creation of pre-built documentation for customer approval, including research, design, statical statement, soil investigation and foundation type statement, quality check, data and drawings related to transmission and radio technical equipment, Material Lists, Purchase Orders,
* Submission of site documents and drawings to customer.

**Trekantens Tegnestue ( Danmark/Fredericia) :**

**March 2003 – January 2005**

**S.Gülay Seyhan Mimarlik (Istanbul/Turkey) :**

**January 2005 – July 2007**

**Various swap and UMTS NODE B installation projects of SONOFON and TELIA in Denmark,**

**Position Held : Self-employed-Site Design and Construction Engineer,**

* Site survey, site design and construction works for Greenfields, rooftop and co-location sites through Sonnico, Holm Consulting, JL-Teknik.

**Nokia Telecommunications Electronic LTD. CO. (Turkey - Istanbul):**

**June 1999 – January 2001**

**GSM 1800 Project – Customer Services Department,**

**Position Held : National Material Specialist and Civil Works Engineer,**

* BTS site design and civil works, Technical site survey,
* Supervised site construction and made site acceptance,
* Civil Works Material research and procurement and Purchase Order,
* Coordinated and managed of Subcontractors,
* Updated specification and Nokia handbook,
* Assisted Design Manager in Budapest.

**AY – SEL Cons. Contracting & Trade CO. INC. (Turkey – Istanbul):**

**August 1998 – June 1999**

**Metrocity Millennium Trade Center, Shopping Mall, Residential and Office Buildings Construction Project (210.000 m2 closed area),**

**Position Held : Procurement Manager,**

* Procurement and related activities,
* Research of material based on domestic and international markets,
* Prepared specifications for tenders and prepared and managed the contracts,
* Evaluated of offers, negotiated with companies and chosen manufacturers and subcontractors.

 Purchased materials, labors, and other services required for Metrocity Project,

 Subcontractor management and coordination of implementation,

* Planned Subcontractor payment and cost-control,
* Logistics coordination.

**Lukova Cons. Ex. Imp. & Trade Company (Turkey – Istanbul):**

**May 1995 – May 1998**

**Position Held : Foreign Affairs Chef,**

**** InternationalProcurement ofconstruction materials for almost 200 construction projects in Russia,

**** Manufacturers and material research in abroad by traveling and visiting fairs and factories in abroad,

 Prepared of technical specification of tenders and contracts

 Evaluated of offers, reported to General Manager,

 Negotiated with manufacturers,

 Monitored transportation and export-import activities from abroad to Russia,

Some of projects:

 Procurement of Furniture for Kogalym Hotel / Siberia,

 Procurement of Doors for Novoslonodsky Office Building / Moscow,

 Procurement of Roof Material for Kogalym Maternity Hospital / Siberia.

**Turcas Petroleum Company (Turkey – Istanbul):**

**October 1992 – May 1995**

**Position Held : Architect,**

 Coordination and managing of subcontractors for almost 150 construction projects of service stations all over Turkey,

**** Designed new TurkPetrol Service Stations with Archicad and Prepared Renovation projects of all existing service stations including management offices and retail shops,

**** Prepared of BOQ, Site acceptance and Cost control,

 Prepared design standards and construction specifications of TurkPetrol.

**Era Arc. Cons. City Pln. Company ( Turkey – Istanbul ) :**

**June 1990 – October 1992**

**Position Held : Architect,**

**** Designed various architectural projects of service stations, hypermarkets, retails shops and management buildings and residences with AutoCAD

**** Prepared of details and application drawings, specifications, BOQ,

 Provided Project coordination between all engineering departments,

Some of projects:

 Various Fuel oil Station Projects like Shell,BP,Total,TurkPetrol etc.,

 Carrefour Hypermarket Project,

 Sedef Ship Management and Personal Building.

**COURSE AND SEMINARS:**

Introduction to Internet Protocol, Net Product and Solution, Construction Work Management, Nokia Systra

Power Point, Team Building and Development.

**LANGUAGES:**

Turkish, Fluent

English, Fluent

Danish, Good command

**COMPUTER KNOWLEDGE:**

AutoCAD 2007,Archicad 4.1, Primavera, Microsoft word and Office, Cell tracker,E-PM,

**PERSONAL DETAIL:**

Date of Birth: 24/08/1966,

Place of Birth: Konya, TURKEY,

Marital Status:Single,

Hobbies:Aerobic, skiing, traveling, reading, playing piano.