

Turgut Tezir

tezirturgut@hotmail.com

Objectives: To obtain position in Technology and Business where I can contribute my hardworking ability

EDUCATIONAL BACKGROUND

- 01/06 – 01/07 **Master Certification in Business Marketing Analysis**
George Brown College – Toronto, ON
- 09/01 – 01/04 **Bachelor Degree in Computer Information Systems**
CUNY City College of New York – Brooklyn, NY
- 09/98 – 06/01 **Associated Applied Science Degree in Programming and Systems**
CUNY LaGuardia Community College – New York, NY
- 09/94 – 06/95 **Certificate in Teaching**
University of Kocaeli – Izmit, Turkey
- 09/92 – 09/94 **Associated Applied Science Degree in Electrical Engineering Technology**
University of Mugla – Mugla, Turkey

SKILLS

Fluent in Turkish and English
Outstanding technology and management skills
Strong system planning, problem solving, and customer service skills
Ability to translate technical information and make it more easily understood by a non-technical audience

Proficient in numerous applications:

Microsoft Office Suite	System Analysis and Design
Adobe CS5 Suite	Database System Design
Digital Audio/Video Editing	Data Analysis
Web Page Design	SQL
Web Analysis	C++
Search Engine Marketing	HTML I

WORK EXPERIENCE

- 03/11 – Present **ePortfolio Consultant, LaGuardia Community College - Long Island City, NY**
- Tough students to create educational and career ePortfolios and digital media through teaching ePortfolio courses
 - Managed and led workshops for students and faculty
 - Worked with faculty members to plan ePortfolio courses

- 10/10 – 03/11 **Assistant Manager, Two Boots – New York, NY**
- Resolved customer complaints by telephone or in person about services
 - Monitored inventory and performed all other record keeping tasks
 - Responsible for cash register, accepting cash or bankcards for payment
 - Monitored actions of staff and customers to ensure compliance with health and safety standards and regulations
 - Managed staff and trained new employee
- 09/06 – 07/10 **Marketing Communications & Web Specialist, MTS Allstream Inc. – Toronto, ON**
- Enhanced Allstream's internal and external web presences by developing and driving customer focused strategies that support its web based learning, selling and servicing objectives
 - Evaluated the performance of the Allstream.com website by analyzing site data and making recommendations for where to focus ongoing development initiatives
 - Optimized Allstream's Intranet presence by updating content and simplifying navigation to improve effectiveness and general usability
 - Responsible for the effective communication and distribution of MTS Allstream marketing messages to both internal and external audiences
 - Monitored and responded to queries in the Marketing mailbox
- 12/00 – 11/04 **Web Specialist, LaGuardia Community College - Long Island City, NY**
- Designed web pages for college departments and professors
 - Trained co-workers and college staff in various software and hardware packages
 - Assisted professors and students in the library in utilizing research resources
 - Managed online courses
- 06/03 – 10/03 **Database Developer, New York City College of Technology - Brooklyn, NY**
- Designed and developed database applications for the College for integrating Visual Basic with Access, utilizing the database in the interface and retrieving it using SQL statements
 - Designed system requirements by using Unified Modeling Language
 - Demonstrated database applications to non-technical audiences
- 05/00-09/01 **Film Production Assistant, Engel Brother Inc. New York, NY**
- Prepared, disassemble and store equipment after shooting
 - Responsible of administration organization tasks, to help promote smooth and timely production runs
 - Performed different duties including facilitating a communication between associated departments and distributing script, paper woks and films

REFERENCES

Available upon request