

# Gözde Zahiye

Istanbul, Türkiye  
gozdezahireci@beykoz.edu.tr

## PROFESSIONAL SUMMARY

Passionate educator experienced in secondary school environments and always looking for ways to improve student learning and performance. Managed relationships and expectations by working closely with students and parents. Encouraged development and life-long learning with personalized approaches. Currently aiming to get a Master of Arts degree in the field of Comparative Literature and seeking opportunities to begin a career path in academia. Identifies and quickly closes any knowledge gaps to offer value to employer and team. Willing to take on any task to support team and help business succeed. Offers strong interpersonal abilities.

## SKILLS

- Language Teaching
- Effective Communication
- Teamwork
- Microsoft Office Essentials
- Lesson Planning
- Lecturing
- Translation
- Student Support
- Parent Communication

## EXPERIENCE

September 2024-Current

Beykoz University, School of Foreign Languages

Lecturer

Collaborated with faculty to improve curriculum design and course effectiveness.  
Created student-centered learning activities to enhance language proficiency and critical thinking.  
Designed and delivered engaging English language lessons to undergraduate students, focusing on grammar, vocabulary, and communication skills.

AUGUST 2023-AUGUST 2024

English Teacher

MBA Schools Çamlıca Campus | İstanbul, Türkiye

- Engaged in meetings, conferences and workshops to build rapport with teachers and staff.
- Utilized technology to enhance teaching methods to create engaging activities to reinforce learning and encourage student participation.

- Developed lesson plans to teach various aspects of English language, including grammar, vocabulary, and skills required.
- Communicated regularly with parents or guardians about student progress and areas for improvement.

**JANUARY 2023-AUGUST 2023**

**English and French Teacher**

**Academy Language Course | İstanbul, Türkiye**

- Offered individualized support for students struggling with course material while developing and maintaining student-centered classroom environment focused on respect and inclusion.
- Maintained accurate records of student attendance, grades, and behavior.
- Led live online classes using video conferencing platforms such as Zoom or Google Meet. Also utilized technology, such as interactive whiteboards and digital resources, to enhance instruction.

**AUGUST 2021-FEBRUARY 2022**

**English Teacher**

**Sihirli Saatler Preschool | İstanbul, Türkiye**

- Encouraged children to learn through play and exploration.
- Created supportive and learning-focused classroom environments to help children achieve developmental milestones.
- Created age-appropriate lesson plans to assist children's social, emotional, and cognitive development.
- Collaborated with other teachers to develop cross-curricular lessons and activities.

**SEPTEMBER 2018-MARCH 2021**

**Enumerator (Field Staff)**

**UN Migration Agency**

- Protected individuals' sensitive and confidential information with consistent use of established surveying protocols.
- Traveled to assigned areas and located all residences within those areas.

**MARCH 2019-MAY 2020**

**Translator**

**Kabalıcı Publishing House**

**NOVEMBER 2017-FEBRUARY 2018**

**Translator**

**İndigo Publishing House | İstanbul, Türkiye**

- Applied extensive background, linguistic fluency and related cultural expertise to verify translations against cultural and industry norms.
- Translated Jack London's Martin Eden (ISBN Provided below).

## **EDUCATION**

Teacher Training Course (TTC)  
Fatih Sultan Mehmet University

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Bachelor of Arts (B.A.) - French Language and Literature  
İstanbul University

June 2017

High School - Department Of Foreign Languages  
Özdemir Sabancı Emirgan High School, İstanbul

### PUBLISHED WORKS

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Martin Eden- Jack London, 9786052361689

### DRIVER LICENSE

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B (Passenger car)

### PERSONAL INFORMATION

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Date of Birth: 11/09/94

### CERTIFICATIONS

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- TESOL OXFORD LTD, Tesol (Teaching English to Speakers of Other Languages)
- UN MIGRATION AGENCY (IOM), Certificate of Displacement Tracking Matrix
- UN MIGRATION AGENCY (IOM), Iom Ethics Training Certificate
- UN MIGRATION AGENCY (IOM), Department of Safety and Security / Certificate of Security Awareness
- UN MIGRATION AGENCY (IOM), Certificate of Gender Equality for UN Staff
- UDEMY, English Translation Techniques
- UDEMY, How To Work as a Translation Project Manager
- UDEMY, Work From Home in Translation / Upwork Translation Course, 10/2022

### REFERENCES

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- Fatih Sultan Mehmet Foundation University, School of Foreign Languages Lecturer, Ozan Aydın,  
[oaydin@fsm.edu.tr](mailto:oaydin@fsm.edu.tr)
- UN Migration Agency, Team Leader, Melih Özel,
- UN Migration Agency, Project Assistant, Sarper Hira,

