

Curriculum Vitae Mrs Ebru Kopf



Personal Information

Name and Surname	Ebru KOPF
Sex	Female
Date and Place of Birth	2 December 1975, İstanbul, Turkey
Marital Status	Married (no children)

Education

1997 to 2002	Yeditepe University, İstanbul, International Business Administration
1989 to 1993	ISTEK Foundation Private Belde College, İstanbul

Professional Experience

January 2006 to August 2006

BROCHIER International Plant Engineering Ltd Şti, Ankara

member of Hans BROCHIER Holdings Ltd., Germany

Assigned to the company by Contime GmbH in January 2006 in order to help the German Directors to open a limited company under Turkish laws, searching and renting offices, hiring staff incl. procedures at tax and social security offices, chamber of commerce, take resident permits for foreign staff, and searches under the state tender law, Turkish commercial code and labor law incl. interpretation to English, simultaneous translation for the general manager in Ministry level meetings and assisting the General Manager in all affairs. I continue to assist interpretation of mainly legal and technical documents for the company as contractual translator and also work as a freelance translator and interpreter in the private sector.

August 2003 to January 2006

Contime GmbH, Würzburg, Germany

I worked in the 100% German owned "Zeitarbeit" company, as a B-2-B and B-2-G customer relation officer and office administrator. Besides those responsibilities I was searching expansion possibilities within EMEA region incl. Turkey. For Contime GmbH I have also served other German companies.

May 2002 to June 2003

Preussag Wassertechnik San ve Tic A.Ş., İstanbul, Turkey

member of Babcock Borsig AG, formerly Preussag AG group, Germany

Secretarial works, accounting, front desk to general management, correspondence with Spanish contractors (OHL, Pridesa, Dragados) and US-based investors (Lemna, Minneapolis) in environmental sector. Communicating with Turkish public services and foreign Consulates in İstanbul.

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February 1997 to April 2003

Arkan Construction A.Ş., İstanbul, Turkey (50% owned by Greek investors)

I have worked as temp import-export manager. My responsibilities included assistance to the sales of ceramic tiles and sanitary products from Spain, Portugal and Italy in Turkey, negotiating sales efforts and attending to meetings between suppliers and customers, supervising general import and export procedures including customs and transport affairs. The company has ceased its activities.

August 1996 to January 1997

Fenerbahçe Sports Club, İstanbul, Turkey

Employed with the president of the club, Mr. Ali Şen, as his executive assistant and administration assistant to the board. I was responsible for his all daily activities, meetings with representatives of foreign clubs incl. preparing MoU's and translation. Organizing international trips, interviews, personal affairs, tracking other events related to the club and its players, assisting foreign guests, coaches, foreign players' relocation, visas, houses, local authorities. I have resigned after the presidency has changed hands.

Additional Qualification

Attended international fairs in Turkey and abroad

Business trips to European countries

B Class driving license

Computer Skills

Windows XP, all Microsoft Office applications, 3D Home, Photoshop, ETA 7.0, Lotus Notes, beginner for AutoCAD 8.0

Seminars

2001, Marmara University: Int'l Banking Law & Consumer Behavior by Prof. İsmet Giritli

1999, Marmara University: World Trade Basics, Basic understanding of UNCITRAL, International Banking Procedures, Fund Management by Ass. Prof Serdar Aktan

Courses

1994 Gözen Bilgisayar, Computer Languages, DOS programming, ++C, COBOL, FORTRAN

References

Available upon request

Languages

English fluent

German intermediate

Turkish native

Spanish beginner level

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