

PERSONAL DATA

Name and Surname : ENES ÇELİK
Date of Birth : February 1, 1988
Place of Birth : Ankara, Turkey
Sex : Female
Nationality : Republic of Turkey
Mailing Address : TOBB University of Economics and Technology, Söğütözü
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EDUCATION

M.Sc. : TOBB ETU University of Economics and Technology- 2017-Ongoing
B. Sc. : Abant İzzet Baysal University, BOLU (Turkey)- 2007-2012

RELEVANT WORK EXPERIENCE

- 01/04/2013–Present / Project Coordinator and Management

Managing Director: Enes ÇELİK

Name of Company: Ab-Hibe Informatics and Consulting

Adress: Bağlıca District. Karatuz Street. 45A-2 Etimesgut Ankara, 06790 Ankara (Turkey)

Web site: www.ab-hibe.com

Job Definition

- Coordination of grant schemes,
- To carry out field inspections of the implemented projects,
- To implement program promotion policies,
- To provide office management and control workflows,
- Perform formal correspondence and procedures.

- 12/08/2012–03/03/2013 / Project Assistant

Name of Company: Inowa International Education, Project Consulting Ind.Trade.Co.Ltd.

Managing Director: Özgür Şeker

Adress: 1010 Cambourne Business Park Great Cambourne, Cambridge, CB23 6DP (United Kingdom)

Website: <http://www.captan.co.uk>

Job Definition:

- Managing of project activities and schedule
- Managing og the project (grant) budget
- Organizing application calls
- Passing and checking the applicants before the evaluation committee
- Organizing and giving project trainings
- Supervising, monitoring and reporting the grantees

- 28/06/2010–23/07/2010 / Internship- Biologist

Avicenne Hospital, İstanbul (Turkey)

- Learning of usage of basic laboratory equipments
- Expertising of basic biochemistry and microbiology tests
- Learning of laboratory safety rule

RESEARCH INTERESTS

- Biotechnology
- Cancer Biology
- Biochemistry
- Biomedical Engineering
- Biosensors

LANGUAGES

English

IT SKILLS

Good command of MS Office (PowerPoint, Excel & Word)

Using of goanimate programme

INTERESTS AND ACTIVITIES

Professional Photographer

DIY-Do It Yourself Projects

PERSONAL DETAILS

Develop a working trust with all of our customers

Develop improved relations between EU and other partnering countries by assisting our customer's in their European Union Projects

Respond to our customers' needs by implementing innovative and quality projects.

Dedication to customer satisfaction

CONFERENCES AND CERTIFICATES

1st Root Cell Course and 5 th Stem Cell Symposium

Occupational Health and Safety Specialist- A1 Level

PUBLICATIONS

- Erasmus+ Guidebook for Writing Proposals

I prepared a powerful guide for writing proposals in the field of Erasmus+ . I believe that this guidebook help you to write Erasmus+ proposal and each parts correspond to sections of Erasmus+ Application Forms. Please note that, If you want reference to this document, be

sure that you're dealing with "Mobility for VET Learners and Staff", "Mobility for School Staff" or "Mobility for Adult Education Staff" under Key Action 1.

You can download this book from this link: <https://drive.google.com/file/d/0BwZ-K9WC0XGBV0Z4MHBJSmxsTHM/view>

<https://drive.google.com/file/d/0BwZ-K9WC0XGBaG5jUFNkUTB2bEU/view>

REFERENCES

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