

Damla Donmez

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Education

Hacettepe University

Sep 2011 – Apr 2016

Statistics (BSc)

Ankara, Turkey

Throughout my academic career, I have actively used C++, SPSS, SAS, R, Matlab, Minitab, and Microsoft Office programs (Excel, Word, PowerPoint) to enhance my analytical and data processing skills.

Skills

- Microsoft Office
- SPSS
- Python
- Oracle
- Teaching
- R
- SQL
- SAS

Professional Experience

Atilim University, Faculty of Arts and Sciences

Jun 2023 – Jan 2025

Executive Assistant

Ankara, Turkiye

As an executive assistant in the Faculty of Arts and Sciences, I provided support in organizing academic and administrative processes. I assisted in coordinating faculty meetings, events, and activities, facilitated communication with management, and managed daily operational tasks.

Atilim University

Aug 2017 – Jun 2023

Student Affairs Specialist

Ankara, Turkiye

I was responsible for managing student affairs, including student registration, course selection, and transcript processes. Additionally, I facilitated communication between students and academic staff, utilized relevant data management systems, and ensured the smooth operation of student affairs processes.

Proliz Software

Jun 2016 – Jun 2017

Software Support Specialist

Ankara, Turkiye

As a Software Support Specialist at Proliz Software, I provided training and support to university staff on the use of automation systems in the areas of student affairs, additional courses, and personnel management. I also designed reports using PL/SQL to meet the specific needs of universities and addressed their software requirements. The supported system is web-based and operates with ASP NET and Oracle database. During data transfer periods at universities, I handled the transfer and processing of student records. I participated in presentations for student affairs and academic staff at approximately five universities, promoting the automation system, explaining its usage, and detailing its operations.

Liva Group Insurance*Financial Advisor*

I worked as a financial consultant at a company selling Aegon Pension and Insurance packages. I visited clients to assess their needs and provided tailored solutions, managing the sales process.

Jun 2015 – Sep 2015

Ankara, Turkiye

Armonim Study Center*Teacher*

I worked as a teaching assistant across all subjects at an institution providing supplementary education for elementary school students, contributing to the educational process and supporting students' learning.

Jun 2014 – Sep 2014

Ankara, Turkiye

Hacettepe University, Institute of Population Studies*Data Entry Specialist*

As a Data Entry Specialist at Hacettepe University's Population Studies Institute, I was responsible for transferring field-collected interview forms from the Turkey Demographic and Health Survey into an electronic format using the SPSS statistical software.

Mar 2014 – May 2014

Ankara, Turkiye

Languages

Turkish



English

**Interests**

Reading | Playing the side-blown flute | Cooking