

## CURRICULUM VITAE

### Contact Information:

1. **E-mail Address** : aslimarasliwojciechowski@gmail.com

1. **Family name:** **MARAŞLI WOJCIECHOWSKI**

2. **First names:** **ASLI**

3. **Date of birth:** Aug-6-1992

4. **Nationality:** Republic of Turkey (TC)

5. **Education:**

| Institution<br>[ Date from - Date to ]                 | Degree(s) or Diploma(s) obtained:  |
|--|--|
| (2011-2016) Hacettepe University, Ankara TR            | BA / Translation and Interpretation Studies                                    |
| (2006-2011) American Collegiate Institute,<br>Izmir TR | Turkish MEB Diploma and International<br>Baccalaureate Diploma – double degree |

6. **Language skills:**

| Language       | Reading              | Speaking | Writing |
|----------------|----------------------|----------|---------|
| <b>Turkish</b> | <b>Mother tongue</b> |          |         |
| English        | C2                   | C2       | C2      |

7. **Other skills:** (e.g. Computer literacy, etc.)

- Very good command of Office tools (Microsoft Word, Excel, PowerPoint, Outlook, Forms)
- Very good command of computer-based translation tools (SDL, Memsource, Smartling, Omega, Smartcat)
- Very good command of Adobe PDF Editor
- Good command of Power BI and Canva

8. **Present position:** Senior Learning Officer, IFRC Türkiye Delegation

9. **Years within the firm:** since 2021

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### 10. Key qualifications: (Relevant to the project)

#### Communication skills

- **excellent communication & interpersonal skills**; gained through national and international working experiences, voluntary experiences, and youth projects
- **excellent knowledge of English and Turkish**
- +7 years of working experience in international/ multicultural environments
- very good negotiation skills
- **strong communication skills with NS, stakeholders, donors, and partners**

#### Organisational /managerial skills

- +7 years of experience in **planning, organizing and facilitating trainings and workshops**; events, cultural meetups, sectoral workshops, learning events
- experience in **technical and financial assistance** of EU-funded projects
- experience in **project management, budget revision and decision-making** (Sphere Türkiye)
- **experience in admin & logistics tasks** - booking tickets, arranging meetings and taking minutes, also other administrative and logistic support duties, organization of events, drafting reports & report translation, proposal writing & editing, copywriting, financial reports, writing ToRs, concept notes, training briefs and preparing yearly and quarterly Capacity Support Plans (training plans)

#### Job-related skills

- very good understanding and knowledge of UN & EU-institutions, bodies, Regulations and Rules, EU-Politics, IATE Terms, EU legal acquis and chapters, INGOs and IGOs, and RCRCM
- experience in working in **EU-funded humanitarian projects**
- **experience in planning, organizing and facilitating capacity building events, trainings and ToTs, and learning events (best practices, lessons learned events, thematic workshops, etc.)**
- knowledge of different learning methodologies
- experience in administration and logistics & programme support
- experience in **generating knowledge and drafting reports**
- **project management**, decision-making skills
- **experience in budget revision**
- **experience in learning methodologies, generating annual learning plans, designing and facilitating learning events**
- planning and organizing events with various stakeholders and partners (including TRCS, Govt, other NGOs, UN, and INGOs)
- knowledge and experience in translation, interpretation, term localization, and proofreading in EU-related projects; professional translator since 2012
- experience in working with municipalities, Govt bodies, and local partners
- excellent knowledge of MS Office tools
- effective use of social media
- good command of **Canva and gantt charts**
- working in detail, delivering tasks on time, reliable, certain, responsible, rational, professional
- giving great value to interdisciplinary collaborations
- eager to work within groups and willing to work individually as well
- great networking skills
- knowledge in compliance requirements and processes
- respect to confidentiality
- attention to detail