BERSU ÇEŞMEBAŞI

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ABOUT ME

Graduated from Psychology, I am a highly organized and detail-oriented individual with strong communication skills and a deep sense of responsibility. My academic background has equipped me with analytical thinking and interpersonal sensitivity, which I effectively apply in business environments. I have hands-on experience in planning, coordination, and communication through both internships and professional roles, and I am confident in my ability to manage complex schedules, streamline information flow, and ensure smooth daily operations. I am proficient in Microsoft Office tools and comfortable working in dynamic, fast-paced settings. I look forward to joining a collaborative team where I can support company goals and contribute to organizational success.

EDUCATION

Psychology
Istanbul Bilgi University
Sep 2020 - Jun 2024

Psychology
University of Mannheim - Erasmus
Sep 2022 - Feb 2023

LANGUAGES

Turkish - *Native*

English - C1 / *Ielts Band 7.5*

German - *B1 / F+U Academy of Languages Heidelberg*

WORK EXPERIENCE

Executive / Operations Assistant - *Platform97* **Jan 2025 - Present**

- Managed daily operations in a dynamic office setting, organizing documentation, overseeing calendar management, and coordinating meetings to ensure efficient business processes.
- Contributed to the development and implementation of operational procedures and policies, optimizing processes to enhance efficiency and align with organizational objectives.
- Managed payment processes, including overseeing transactions, handling returns, and ensuring timely and accurate payments, responsible for managing sensitive financial data in alignment with company policies and maintaining trust in financial operations.
- Provided high-level administrative support to the CEO, including managing schedules, coordinating meetings, handling confidential correspondence, and assisting with legal and strategic processes to ensure smooth executive operations.
- Reviewed CVs and applications to identify suitable candidates, conducted HR interviews and managed the recruitment process, including screening candidates, evaluating qualifications, and making hiring recommendations.
- Worked closely with management to align recruitment strategies with business objectives and contribute to organizational growth. Supported talent management initiatives, contributing to performance evaluation and employee development processes.

Clinical Psychology Research Transcription - *İstanbul Bilgi University* **Oct 2023 - Mar 2024**

- As part of a research conducted in my university's Clinical Psychology Master's Program, I listened to or watched therapy sessions and transcribed all verbal and non-verbal interactions in detail.

Clınıcal Psychology Intern - *Private French Lape Hospital* **Aug 2023 - Sep 2023**

- Completed an internship in a hospital setting, gaining hands-on experience in the healthcare field.
- Interacted with patients one-on-one and observed their sessions with psychologists and psychiatrists.
- Attended 33 theoretical training modules and group supervision seminars.
- Strengthened and expanded both practical and theoretical knowledge.

Student Employee at Promotion Unit - *İstanbul Bilgi University* **Jun 2022 - Aug 2022**

- To encourage potential students and parents to choose the university, I provided detailed information about the institution, its departments, and faculty members, while also organizing campus tours to showcase the university environment. This role enhanced my communication and persuasion skills as I effectively engaged with diverse audiences.