ŞEVVAL SÖYLEMEZ

BUSSINESS ADMINISTRATION STUDENT

İstanbul , Türkiye | svvlsylmz@gmail.com | +90 538 596 54 16 | www.linkedin.com/in/şevval-söylemez

Driven and analytical English Business Administration student at Istanbul University with a strong foundation in customer relations, retail operations, and project coordination. Demonstrates quick learning, seamless multitasking, and high-touch interpersonal communication, with a deep passion for marketing, corporate communications, and public relations.

AREA OF EXPERTISE

Public Relations & Corporate Communications
Operational Adaptability
Marketing & Brand Engagement
Interpersonal Communication & Client Relations
Project&Event Management
Retail&Store Operations

KEY ACHIEVEMENTS

- **Modern United Nations Conference Management:** Coordinated and executed a multi-day international Model United Nations conference, leading organizing teams and managing event logistics for all participants.
- **Store Operations & Client Service Excellence:** Successfully managed dual roles in sales consultation and beverage preparation at Memy Design over an 8-month period, enhancing overall customer satisfaction and daily store operations.

PROFESSIONAL EXPERIENCE

Memy Design, Sales Associate & Barista **Aug 2024 – Apr 2025**

- Assisted customers with product selection and design recommendations, fostering high customer satisfaction and repeat visits.
- Managed daily shop operations, point-of-sale (POS) transactions, and inventory tracking for design items.
- Prepared high-quality artisanal beverages while maintaining strict cleanliness and hygiene standards in a fast-paced environment.

Model United Nations Conference | Coordinater **July 2026**

- Planned and directed the end-to-end execution of a 4-day MUN conference involving delegates and academic committees.
- Oversaw team logistics, committee agenda topics, and guest relations to ensure seamless operations.
- Managed inter-team communication, crisis management, and schedule alignment across all active sessions.

EDUCATION

Istanbul University | Bachelor of Science in English Business Administration **Sept 2024 – Present (Expected Graduation: 2028)**

- **Current Status:** 3rd Year Student
- **Relevant Coursework**: Marketing, Microeconomics, Quantitative Methods, Business Management, Goal Programming Models,

ADDITIONAL INFORMATION

- **Languages:** Turkish (Native), English (Fluent / Academic)
- **Interests & Skills:** Marketing, Public Relations, Corporate Communications, Event Operations, Specialty Coffee & Retail Service, Guitar
- **Certifications&Conferences:** Career Readiness Training Program – Junior Achievement Turkey (Genç Başarı Eğitim Vakfı) (Online Certification)
- Perspective '24 Conference – Participant, Istanbul University Ethics & Awareness Club
- Youth Summit Participant – 23 Foundation (23 Vakfı)
- Model United Nations Conference – Coordinator (July 2026)