
SERAY NARMAN

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SUMMARY

Business Administration student with a strong analytical mindset and interest in strategy and financial analysis. Experienced in managing high-level operations, interpreting data, and producing clear, structured insights. Quick to adapt, skilled in problem-solving, and motivated to support impactful, project-driven work.

EDUCATION

BBA: Business Administration, Expected in 06/2027

Istanbul University

- **GPA: 3.4 Completed Coursework:** Quantitative Techniques in Business, Financial Analysis, Statical Thinking and Data Analysis, Principles of Marketing, Consumer Behavior
- **International Projects:** Erasmus+ (Lithuania, Romania)

High School Diploma: 06/2021

Izmir Kiz High School

- **Extracurricular Activities:** Turkey's 16th Student Council Representative, Ministry of Education's Student Research-Development Representative, School Student Representative
 - **Study Abroad:** Murmellius Gymnasium Alkmaar, The Netherlands (Dutch taught curriculum, top-tier high school, 1 year)
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EXPERIENCE

Digital Media & Content Creation Bootcamper, 08/2025 - 08/2025

DenizBank – Istanbul, Turkey

- Completed training in Agile, Design Thinking, and Marketing at DenizBank HQ for a month
- Developed user-centered solution skills and improved communication and strategic thinking abilities.
- Gained hands-on practice in Figma prototyping and strengthened Excel-based data analysis.

Operations Assistant, 01/2024 - 08/2025

Crew Organization – Istanbul, Turkey

- Coordinated international C-level executive airport/hotel arrivals, optimizing time and resource allocation to minimize operational costs.
- Served as liaison during executive meetings, ensuring seamless logistics and resolving issues with attention to productivity and commercial impact.
- Solved last-minute technical and operational problems under pressure, applying analytical thinking and assessing cost-efficiency in decisions.

Head of Operations, 09/2021 - 09/2023

ITU Management Engineering Society

- Led coordination for large-scale flagship events (Information Technologies Summit & Management Sciences Congress), reaching 30,000+ total attendees and 4,000 on-site participants.
 - Managed pre-event sponsorship negotiations, contributing to revenue generation and partner alignment.
 - Oversaw end-to-end committee operations during events, ensuring seamless execution and high sponsor satisfaction.
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SKILLS

- **Technical:** Excel (Pivot, VLOOKUP/XLOOKUP, Basic Financial Modeling), Microsoft PowerPoint, CRM, Research, SQL, SAP
 - **Analytical:** Detail-oriented, Critical-thinking, Problem-solving, Cost-Benefit Evaluation, Market & Competitor Analysis, Scenario & Sensitivity Analysis
 - **Soft:** Adaptability, Proactive Approach, Communication
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CERTIFICATIONS

- **Google Data Analytics Professional Certificate**
 - **Google Digital Marketing & E-commerce Professional Certificate**
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LANGUAGES

English: C1, **Dutch:** B1, **German:** A2