MELİSSA SOYYİĞİT Communication Specialist & Architect

Experiences

Corporate Communication Specialist

- Managing the corporate communication unit of the company,
- To be responsible for the production and publication of the company's • press materials,
- Managing the company's social media and producing content for social media (including content management in the Business manager interface)
- Determining the company's digital marketing strategies and preparing a communication plan in line with the strategies,
- To take an auxiliary role in the company's international connections,
- · Managing the company's fair participation process and preparing communication materials before the fair,

Communication Specialist

- Preparing and presenting the appropriate communication plan to the client
- Managing the customer's social media and managing the customer's collaborations
- Lead the process of the client's event and manage the event's budget plan

Project Coordinator(as a student)

- Ensuring the broadcast flow of all programs on the channel,
- Coordinating communication between teams,
- Making the program plans of the studios,
- Preparing the social media flow plan,

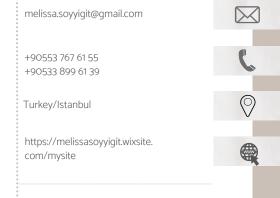
Graphic Designer&Communication Consultant (as

a intern)

- Generating creative ideas,
- Preparing text suitable for the content,
- Preparing images for materials such as social media, websites, brochures.
- Preparing presentation and monthly flow plan for client



Personal Details



Languages

English	
German	
Russian	

2021June

2022June

Sercair

2020

September

2020

December

Pr-Fit

Agency

2020

during the

fall semester

RGR

Studios

2019



Skills

- Coordination and Planning,
- Generating creative ideas,
- Solution oriented work
- Predisposition to teamwork
- · Ability to analyze conditions
- Interested in research and learning new things
- Multitasking
- Time management

Programs

Business Manager

AutoCad Photoshop Illustrator during the RhinoCeros summer Indesign HemDem Lumion Advertising Zephyr Agency Microsoft Office Google ads

Education

Bachelor of Arts in Public Relations

3.28/4 GPA

2016 - 2021 Istanbul Bilgi University

Bachelor of Architecture

2.68/4 GPA

2017 - 2022 Istanbul Bilgi University