

MELISSA SOYYIĞIT

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,

2021 June

2022 June

Sercair

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

2020
September

2020
December

**Pr-Fit
Agency**

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,

2020
during the
fall semester

**RGB
Studios**

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

2019
during the
summer

**HemDem
Advertising
Agency**

Personal Details

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Turkey/Istanbul

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Languages

English ●●●●● C1

German ● A2 ●●●●

Russian ● A2 ●●●●

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

AutoCad
Photoshop
Illustrator
RhinoCeros
Indesign
Lumion
Zephyr
Microsoft Office
Google ads
Business Manager

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