



## Mariya AĞGÜL

Coordinator, Teacher,  
Trainer

### Contact

#### Address

Eskişehir Türkiye

#### Phone

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### Skills

#### Consulting

Advanced

#### Document management

Advanced

#### Scheduling and calendar management

Advanced

#### Staff Management

Advanced

#### Business planning

Advanced

#### Contract Management

Advanced

#### Strategic planning

Advanced

#### Project Management

Advanced

#### Project support

Advanced

#### Negotiation

Advanced

#### Event Coordination

Advanced

#### Schedule Coordination

Advanced



Talented professional considered knowledgeable leader and dedicated problem solver. Brings 14 years of valuable expertise to forward company objectives. Attentive to detail with experience in coordinating projects, programs and improvements. Self-motivated Coordinator brings proven leadership, organizational and customer relations skills. Independently solves problems and keeps teams on task to handle diverse business requirements. History retaining clients and talented staff.

### Work History

2017-09 -  
2021-10

#### Coordinator

*British Town Language School, Chanakkale*

- Gathered and organized materials to support operations.
- Prepared agendas and took notes at meetings to archive proceedings.
- Collected and analyzed business data from various departments to prepare reports and presentations for management.
- Tracked records, filed documents and maintained communication between clients to manage office activities.
- Participated in workshops and in-service meetings to enhance personal growth and professional development.
- Coordinated with human resources department to handle payroll and personnel databases.
- Studied processes, implemented cost reductions and developed reporting procedures to maintain administrative workflow.
- Kept high average of performance evaluations.
- Resolved issues through active listening and open-ended questioning, escalating major problems to manager.
- Organized meetings for executives and coordinated availability of conference rooms for participants.
- Coordinated individual duties after careful evaluation of each employee's skill level and knowledge.
- Supported student teachers by mentoring on classroom management, lesson planning and activity organization.
- Planned and implemented integrated lessons to meet national standards.
- Incorporated multiple types of teaching strategies into classroom.
- Encouraged creative thinking and motivated students by addressing individual strengths and weaknesses based on standardized testing results.
- Incorporated exciting and engaging activities to achieve student participation and hands-on learning.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Enhanced student knowledge of technology by integrating various web-based applications for research and assignments.
- Directed after-school tutoring and mentoring

## Languages

English

Advanced

Russian

Advanced

Turkish

Advanced

2014-10 -  
2017-05

- program serving elementary school students.
- Supervised learning groups of students in classroom stations.
- Maintained system required passing rate for years.

### Teacher-Coordinator

*British Culture Language School , Chanakkale*

- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Implemented and encouraged debate-style classroom environment to increase student engagement and promote critical thinking.
- Designed dynamic lesson plans based on student interests to increase overall student GPA.
- Supervised learning groups of students in classroom stations.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Maintained system required passing rate for years.
- Graded and evaluated student assignments, papers and course work.
- Supported student teachers by mentoring on classroom management, lesson planning and activity organization.
- Incorporated exciting and engaging activities to achieve student participation and hands-on learning.
- Piloted program to address proposed state subject area competencies and standards.
- Worked cooperatively with other teachers, administrators and parents to help students reach learning objectives.
- Directed after-school tutoring and mentoring program serving elementary school students.
- Fostered team collaboration between students through group projects.
- Attended and facilitated IEP meetings for students and families.

2013-09 -  
2014-05

### Teacher

*Trendy Language School , Diyarbakir*

- Planned and implemented integrated lessons to meet national standards.
- Completed daily reports on attendance and disciplinary performance.
- Supervised learning groups of students in classroom stations.
- Fostered team collaboration between students through group projects.
- Graded and evaluated student assignments, papers and course work.
- Incorporated exciting and engaging activities to achieve student participation and hands-on learning.
- Supported student physical, mental and social development using classroom games and activities.
- Incorporated multiple types of teaching strategies into classroom.
- Instructed students in core educational principles, concepts and in-depth subject matter.

2012-04 -  
2014-05

### Photographer

*Fairy Tale , Diyarbakir*

- Digitally edited photos to enhance appearance.
- Photographed high-quality images for various print and digital projects.
- Experimented with different lighting effects to deliver unique images.
- Archived photographs on computers and servers.
- Scheduled studio appointments to shoot wide variety of subjects.
- Edited, toned, captioned and uploaded photographs for publication.
- Completed complex photo shoots at indoor and outdoor venues.
- Offered image proofs to help clients choose best photos from shoot.

2010-01 -  
2014-05

### Coaching Assistant(Online)

*MareSole Coaching And Training , Bursa*

- Used coordination and planning skills to achieve results according to schedule.
- Created plans and communicated deadlines to complete projects on time.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Increased customer satisfaction by resolving issues.

2009-09 -  
2014-05

### Teacher- Coordinator

*TAF, Diyarbakir*

- Supported student teachers by mentoring on classroom management, lesson planning and activity organization.
- Incorporated multiple types of teaching strategies into classroom.
- Planned and implemented integrated lessons to meet national standards.
- Designed dynamic lesson plans based on student interests to increase overall student GPA.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Graded and evaluated student assignments, papers and course work.

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## Education

2004-09 -  
2018-09

### Bachelor : Management And Marketing

□ *Kazakh College And University of International - Almaty, Kazakhstan*

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## Additional Information

Fujifilm workshop Certificate 2014 Diyarbakir  
ASSOS Teamwork and Motivation Capm Certificate  
2017 Chanakkale  
Motivation and Moral Support camp 2019 Chanakkale  
Primary and Mid.Schools projects 2016-2021  
Chanakkale