

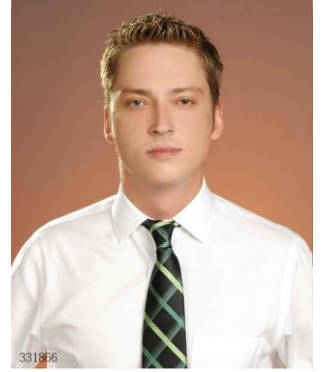
Michael Safak Bozsoy

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Personal Details

Date of Birth & Place of Birth : 26 October 1979, Eskişehir/TURKEY
Citizenship : Turkey, U.S.A.

Education

2011 – Present **Goldrey Beacom College** / MBA(Marketing Concentration)

2007 – 2009 **University of Delaware** / English Language Institute / English for Academic Purposes (EAP) Level 6(Advanced)

2008 – 2008 **Kaplan Test Prep and Admissions(Newark, USA)**

1996 – 2003 **Anadolu University** / Department of Business Administration / Faculty of Economic and Administrative Sciences(FORMAL EDUCATION)

1993 – 1996 **Eskişehir Gazi Lisesi(I.C.E.M.)**

Experience

2013 – 01/09/2014 **SARAR Giyim Tekstil A.Ş.** Export Operations Specialist(International Customer Service Representative/Account Specialist)

- Handled export shipments with clients and overseas agents for international transport(Especially for USA & CANADA).
- Letter of Credit documentation creation, Bill of Lading preparation and experience with shipping cargo from point to point including transportation to final destination.
- Routed and arranged import or export bookings with airlines & ocean carriers.
- Updated shipping status, including changing shipping schedules, delivery dates and shipping quantities.
- Awareness of import & export regulations for major countries & documentation requirements.
- Daily tracking & follow-up on all shipments/modes.

2013 – SARAR Giyim Tekstil A.Ş. (Purchasing Department / Purchasing Specialist)
(4 months)

- Carried out raw material procurement in ready-to-wear field (product group of suit & jacket) from different countries, especially from Turkey and Italy.
- Prepared purchase order forms while using ERP applications, conducted and monitored contract manufacturing processes (according to delivery times) in Turkey and China.
- Monitored monetary transactions and customs clearance-related document traffic as part of Import & Export procedures while cooperating with related departments.

2013 – 2013 Eskisehir Metropolitan Municipality (International Projects Department / Specialist)

- Organized project management support to deliver projects within the established budget and time line.

2008 – 2012 Pat's Family Restaurants (Branch Shift Manager)

- Ensured that the restaurant is operating at a profit.
- Responsible for the smooth operation of the restaurant in areas including staff management, hospitality, expenditure, revenue, food sales, quality and others.
- In charge of ordering food and beverage stock, budgeting, and handling any other administrative duties.
- Led a staff of waiters, cooks, hostesses and barbacks.

2007 – 2008 University of Delaware Rodney Dining Hall (Part-Time Student Employee)

2005 – 2007 GNL Entertainment (Asst. to CEO)

2006 Anzac Day (Canakkale Safak Toreni). Gloria Gaynor. Paul Anka. Depeche Mode. Cardigans. Mario Frangoulis. Emma Shaplin. Suzanne Vega. Roger Waters.

- Represented (created promotional packs including biographies, CD-DVD's, posters, backstage passes, and similar materials for advertising companies, sponsors, etc.) numerous musical groups or artists and oversaw various aspects of an artist's career.
- Developed advertising campaigns for a record label's products and concert events.
- Coordinated travel, lodging, arranging for services, and budgeting for expenses.
- Handled the financial affairs of musicians and entertainers.
- Publicized an act's tour to fans and media through press releases, press conferences, and special promotions.
- Supervised equipment, sound, and lighting personnel.
- Presented, organized, advertised, and in many cases, financed concerts at performance venues such as arenas, festivals, clubs, etc.

1997 – 2001 Ahmet San Productions (Production Assistant)

1997 Tarkan Police Sunglasses Summer Tour (Asst. Tour Manager – Alp Cagri Gunal / Ahmet San Productions)

1998 The Rolling Stones Bridges to Babylon Tour '97 – '98 (Asst. Production Manager – Alp Cagri Gunal / Ahmet San Productions)

1999 Metallica The Garage Remains The Same Summer Tour (Asst Production Manager – Alp Cagri Gunal / Ahmet San Productions)

1999 Ricky Martin Turkey Tour (Asst. Tour Coordinator – Hande Kizilkaya / Ahmet San Productions)

1999 Sumerbank Music Days '99 James Brown, Bryan Adams On a Day Like Today Tour (Asst. Ticket Sales Coordinator – Alp Cagri Gunal / Ahmet San Productions, Asst. Press Affairs Manager – Naz Gulesin / Ahmet San Productions)

2001 Eros Ramazzotti Stilelibero Tour

Skills and Qualifications

Microsoft Office

English(Fluent)

References

Yanni Prodromou

Pat's Family Restaurants - Genaral Manager

Mobile: 001 302 983 5125

Berna Parlak

Zihin Açıklığı – Owner

Mobile: +90 532 552 47 47, e-mail: berna@zihinacikligi.com

Ahmet San

Ahmet San Productions - Owner

Mobile: +90 532 214 36 16, e-mail: ahmetsan@ahmetsan.com