

MİNE GÜNGÖR

COVER LETTER

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To whom it may concern

I have pleasure in applying for the suitable position in your reputable company. I'm currently working as a Sales&Marketing Specialist. My current position has provided me with the opportunity to work with high-pressure , team environment , where it is essential to be able to work with my colleagues in order to meet deadlines.

During pandemic period, due to the lack of worker, I also assisted the International Trade&Logistics department. That's the reason why I know all organization process. I gained experience of organizing vessels with both agencies and forwarders, seeking for the best freight offer, application process of organic products, contacting with custom agencies and preparing all necessary documents which client demands. Apart from this, I also make purchase contracts by doing market research. This year , I signed purchase contracts about 4000 MT from different suppliers for the company which I'm working. As a result, Thanks to my wide network, I dominate of the whole process from purchasing to the marketing .

My strengths are empathy, excellent communication skills, loyalty, stability and last and most important passion. Even under pressure I can maintain high standards.

There are two weaknesses that I see in myself. First, I'm not skilled at sharing responsibility. The second is my intolerance in group projects. I always want to be in control. I can't trust other group members to do things I'm better at. That's why I get intolerant if I doubt that the person assigned the task will be able to do this job correctly while the task is being shared. I determined what I could do to correct these aspects of myself that I found lacking. In order to achieve this goal, I attend some workshops about group management.

My Professional qualifications/skills appear to be well suited to your company's requirements. I'm highly motivated and look forward to the varied work which a position in your company would offer me. I would welcome the opportunity to discuss further details of the position with you personally. Thank you for your time and consideration.

Yours sincerely,
Mine Güngör



MİNE GÜNGÖR

MARKETING & SALES SPECIALIST

PERSONAL INFORMATIONS

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PROFESSIONAL SUMMARY

During pandemic period, due to the lack of worker, I also assisted the International Trade & Logistics department. That's the reason why I know all organization process. I gained experience of organizing vessels with both agencies and forwarders, seeking for the best freight offer, application process of organic products, contacting with custom agencies and preparing all necessary documents which client demands. As a result, I dominate of the whole process from pricing to the delivery of the goods to the customer. I also proved success in running email marketing campaigns and implementing marketing strategies that have pulled in a 20% increase in qualified leads. I'm proficient in content, social media and inbound marketing strategies & skilled, creative and innovative.

SKILLS

Communication	<div><div></div></div>	1
Marketing Strategy	<div><div></div></div>	1
Cost Calculation	<div><div></div></div>	1
Data Collection & Reporting	<div><div></div></div>	1
Netsis - Marketing & Export module	<div><div></div></div>	1
Microsoft Office	<div><div></div></div>	1
Adobe Photoshop	<div><div></div></div>	0.5

EDUCATION

BACHELOR DEGREE - 2014 - 2019
YALOVA UNIVERSITY - INTERNATIONAL RELATIONS / % 100 ENGLISH

CERTIFICATES

WRITING
TECHNIQUES IN
BUSINESS LIFE

HUMAN
RESOURCES
MANAGEMENT

LEADERSHIP
AND BUSINESS
MANAGEMENT

MEET THE
UTILITY OF
ERASMOBILITY

WORK EXPERIENCE

SALES & MARKETING SPECIALIST

MAPEKS ORGANICS - İZMİR (SECTOR ; IQF FROZEN VEGETABLES & FRUITS)

JUNE 2020–CURRENT

- Monitored product line sales and costs, compiling thorough progress reports using data analysis.
- To research the foreign market and current product prices.To provide a price offer by calculating the cost.
- Planned meetings and trade shows by developing schedules, establishing contacts and coordinating mailing lists.
- Inventoried stock, placed product orders and verified receipts.
- Fielded customer complaints and facilitated negotiations, resolving issues and reaching mutual conclusions.
- Built and cultivated long-term quality relationships with over 40 my own clients by addressing needs.
- Selected correct products based on customer needs, product specifications and applicable regulations.
- Monitored service after sale and implemented quick and effective problem resolutions.
- Maintained optimal financial controls by following loss prevention procedures and protecting cash assets.
- Met existing customers to review current services and expand sales opportunities.
- Liaised between internal and external stakeholders, clients and various external vendors to develop and implement client solutions.
- Generated advertising brochure for vendor use.
- Negotiated prices, terms of sales and service agreements.

BUSINESS OWNER

EGELİM ORGANICS – AYDIN (SECTOR – DRIED FRUITS)

JUNE 2019 - JUNE 2020

- Put together realistic budgets based upon costs and fees for successfully operating business.
- Devised and deployed sales and marketing tactics to drive strategic growth and support achievement of revenue goals.
- Applied performance data to evaluate and improve operations, target current business conditions and forecast needs.
- Studied market to determine optimal pricing of goods and services and to capitalize on emerging opportunities.
- Achieved sales goals and increased revenue and profits through productive strategy development and organizational leadership.
- Used print strategies such as newspaper ads, business catalogs and marketing brochures to bring in and capture new customer business.
- Provided outstanding coaching to employees to boost productivity.
 - Input income and expense details into database to track business finances and address variances

ENGLISH TEACHER

AMERICAN CULTURAL ASSOCIATION LANGUAGE SCHOOLS - YALOVA

SEPTEMBER 2017 –2019

- Prepared and implemented lesson plans covering required course topics.
 - Administered assessments and standardized tests to evaluate student progress.
 - Established appropriate deadlines and provided complete instructions for reading assignment and homework.
 - Planned dynamic lessons to increase student comprehension of books and literary concepts.
 - Worked with administrators on behavioral issues to support needs of all students.
 - Cultivated relationships with parents for complete support network.
 - Consulted with teachers in other disciplines to identify and adopt successful instructional strategies.
 - Adapted lesson plans and curricula to student interests, increasing GPAs and student engagement.
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- WRITING AN ARTICLE & POEM
- KICK BOXES
- PLAYING THE CELLO
- CAMPING
- TRAVELING ALONE TO PLACES WHICH I HAVE NEVER BEEN VISITED BEFORE