

GUREL CELIK

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Uskudar,Istanbul. 34674

Dedicated professional, a flexible team player with very strong values of student focused and a result orientated attitude. Always willing to take on challenges and accept responsibilities, driven by determination to deliver top results and develop professional skill and knowledge in the education.

PROFESSIONAL EXPERIENCE

2021- ongoing

Lecturer

29 Mayis University. Istanbul, Turkey

Main responsibilities:

- Presenting lessons in a comprehensive manner and use visual/audio means to facilitate learning,
- Providing individualized instruction to each student by promoting interactive learning,
- Creating and distributing educational content,
- Checking and assessing students' work and giving feedback.

27.01.2020- 2021

F&B SUPERVISOR

Durrants Hotel, Marylebone, London W1H 5BJ

Main Responsibilities:

- Running the shift: ensuring that the team and all outlets are ready for the breakfast and lunch,
- Coordinating with kitchen regarding anticipated number of guests,
- Coordinating with the duty manager the way of running the shift;
- Delegating duties to the team members in line with the rota and checking the outlets as the breakfast goes on,
- Dealing with unforeseen issues and supporting managers with occasional tasks,
- Administrative duties: - preparing the rota for two weeks ahead; - opening and closing the shift on micros; - recording and storing cash payments; - executing stock take; - dealing with guest feedback; - ensuring required training is completed by all members of the team.

10.06.2019 – 24.01.2020

MEETING & EVENT TEAM LEADER

Amba Hotel, Charing Cross, London, WC2N 5HX

Main Responsibilities:

- Actively seeking to resolve any concerns while adhering to the company policy and standards of behaviour,
- Ensuring company goals and objectives are being met by each employee and provide constructive feedback,
- Addressing customer concerns in reference to products, services rendered or employee interactions,
- Establishing tasks for employees to ensure a clean workplace, this includes stocking supplies and maintaining clean restrooms and public spaces,
- Ensuring proper approval for customer discounts, returns and exchanges while providing customer satisfaction and positive interaction with the company,
- Training new employees on company standards and procedures, from how to handle a negative customer experience to how to properly interact with clients,
- Overseeing and administer quizzes and tests to ensure employees have a firm understanding of company policy,

- Overseeing and maintain inventory and order office, cleaning and other supplies as needed.

01.10.2018 - 31.08.2019 F&B Supervisor
Double Tree by Hilton, London SE16 5HW

Main Responsibilities:

- Supervising Food and Beverage Outlet operations,
- Communicating and delegating tasks to the team in the restaurants, bar area, room service and executive lounge,
- Ensuring compliance of brand standards,
- Managing guest queries in a timely and efficient manner,
- Representing needs of the team,
- Assisting Food and Beverage management with achieving financial targets,
- Assisting Food and Beverage management with training and development of team members,
- Assisting with annual and mid-year appraisals with team members,
- Complying with hotel security, fire regulations and all health and safety legislation,
- Being environmentally aware,
- Assisting other departments wherever necessary and maintaining good working relationships.

2017 - 2021 Supervisor, Assistant Manager
Zizzi Restaurant, London SW5 9QF

Main responsibilities:

- Supporting GM in ensuring business success and continuity,
- Ensuring staff has required training, equipment, time, materials and willingness to carry out their tasks to the highest standard, delivering 'Great Times',
- Ensuring Restaurant is safe to operate for the employees, customers, contractors and same time is 'Looking Fabulous',
- Managing office paperwork related to: right to work, safe to operate, stock control, financial management, sales and cost control and other internal and external communications,
- Ensuring customer satisfaction by communicating with customers on the floor, by phone or e-mail if required and acting on the feedback,
- Ensuring staff satisfaction by daily conversations about the issues they face at work and ways we can solve them,
- Continuously learning and improving in order to be able to take over more tasks from GM.

2016- 2017 Lecturer
29 Mayis University. Istanbul, Turkey

Main responsibilities:

- Presenting lessons in a comprehensive manner and use visual/audio means to facilitate learning,
- Providing individualized instruction to each student by promoting interactive learning,
- Creating and distributing educational content,
- Checking and assessing students' work and giving feedback.

2013 - 2016 Teacher
Inlingua International Language Course. Istanbul, Turkey

Main responsibilities:

- Planning and preparing lessons in relation to individual pupils' needs,
- Acquiring appropriate teaching materials and resources,
- Preparing pupils for examinations,
- Motivating pupils and encouraging progress,
- Ensuring up-to-date knowledge and awareness of examination requirements,
- Assessing pupils' abilities, providing feedback and writing reports.

2008 – 2013

Lecturer and Project Development Officer

Landforces Command Conservatory College. Ankara, Turkey

Main responsibilities:

- Developing programs of learning activities,
- Planning, preparing and researching lessons,
- Contact/teaching time with students on an individual or group basis,
- Checking and assessing students' work and giving feedback,
- Encouraging personal development via tutorial work,
- Liaising with academic staff and parents,
- Arranging recitals and concerts for pupils' families and friends,
- Keeping financial, administrative and business records,
- Advertising or publicizing the business,
- Creating and maintaining a network of contacts to ensure work continuity.

2005 – 2008

Lecturer

Land Forces Command, Language School. Istanbul, Turkey

Main responsibilities:

- Presenting lessons in a comprehensive manner and use visual/audio means to facilitate learning,
- Providing individualized instruction to each student by promoting interactive learning,
- Creating and distributing educational content (notes, summaries, assignments etc.),
- Assessing and recording students' progress and provide grades and feedback,
- Collaborating with other teachers and participate in regular meetings,
- Planning and executing educational in-class and outdoor activities and events.

2000 – 2005

Teacher

Land Forces Command Kuleli Military High School. Istanbul, Turkey

Main responsibilities:

- Preparing material for lessons,
- Prioritizing teaching methods,
- Maintaining a tidy and orderly classroom,
- Invigilating examinations,
- Grading tests and conducting progress reports,
- Completing parent and student counseling,
- Making administrative decisions,
- Recordkeeping student activities in accordance with laws and school policies,
- Enforcing Military rules and disciplinary action,
- Observing and understanding students' behavior and psyche and reporting suspicions of neglect, abuse etc.

LANGUAGES

Turkish
English

Mother tongue
Full professional proficiency

SOFTWARE SKILLS

MS Office
Comtrex
Fourth Hospitality
ICIMS
Micros

EDUCATION

1994 – 1999
Bachelor Degree English Language Teaching
Education Faculty
19 Mayıs University. Samsun, Turkey

COURSES AND SEMINARS

2013 The Foreign Language Teaching Seminar
Land Forces Command, Language School. Istanbul, Turkey.

2008 Teacher Training Certificate Program
Maltepe University & Kuleli High School. Istanbul, Turkey.

2005 Aviation Terminology
Land Forces Command, Language School. Istanbul, Turkey.

2005 Computer Based Language Teaching
Land Forces Command, Language School. Istanbul, Turkey.

2003 Leadership Trainee
Kuleli High School. Istanbul, Turkey.

2002 Quality Management
Kuleli High School. Istanbul, Turkey.

2001 Iso-9001 Basic Trainee
Kuleli High School. Istanbul, Turkey.

2000 Effective Teaching Methods
Kuleli High School. Istanbul, Turkey.