

Simge Bařmak



Personal Information

Name	Simge Bařmak
Date of Birth	11.05.1993
Address	Kilianstr. 95A 33098 Paderborn
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Languages

Turkish	Native
English	Advanced
German	Conversational
Latin	Basic

Education History

PhD

Institution: Universitat Paderborn

Since 2020

- Focus on Early Modern English Drama

Master of Arts in English Literature

Institution: Ruprecht-Karls-Universitat Heidelberg

2017 - 2019

- Minor in Linguistics
- Studied with a special scholarship from the university

Bachelor of Arts in English Literature

Institution: Boęazięi University

2012 - 2017

- Junior Class Representative
- Graduated with High Honours

High School

Institution: Daruřsafaka Educational Institutions

2002 - 2012

- a non-profit, private, boarding school

Work Experience

English Teacher

Lernstudio Barbarossa Paderborn

Since 2021

- Teaching English to young kids, teenagers and adults
- A1-C1, Business English, IELTS

Proofreader

Freelance

Since 2020

- Proofreading of academic theses and essays

Translator

ONK Agency

Since 2017

- Translating literary excerpts from English Turkish and Turkish-English
- Editorial improvements

Translator

International Educational Fairs of Turkey

2009 - 2013

- Helping the university representative communicate with prospective students
- Organising university presentations

Volunteer Work, Awards, Affiliations, and Interests

- Joined The Duke of Edinburgh's International Award
- Volunteered at Darüşşafaka High Schools and gave tutoring in English to a class of 9th grades
- Volunteered as translator at Shangri La Hotels in İstanbul to help a group of Chinese artists
- Worked as a student assistant for two professors, Ethan Guagliardo and Matthew Gumpert in 2015/2016 academic year
- Volunteered in organising IDEA10 conference at Boğaziçi University in 2016
- Translated *Se Fossi Fuoco* by Çağdaş Torbacioğlu
- Became part of a photography exhibition "Mein schönster Platz im Paderborner Land" in 2020
- Managing an online personal blog since 2016
- Operating a small business on Etsy since 2020
- Volunteering for a non-profit artist initiation European Artists' Trail

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May 24, 2024

Dear Sir/Madam,

I am writing this letter to apply for the position of Personal Assistant to the Vice President of International Relations. The profile of requirements and tasks have piqued my interest.

I am currently a PhD student at Paderborn University, with a focus in Early Modern English Drama. As my academic inclinations would suggest, I am highly interested in literature; fiction and non-fiction alike, and quite comfortable with writing formally as well as creatively. This ease prompted me to do proofreading and editing of Master's theses and essays, where I could put my academic experience to use. I have worked for ONK Agency in Istanbul, which represents writers and promotes their works to foreign markets. My tasks mainly involved Turkish to English translations, but I was encouraged to edit the texts for better flow of reading and higher impact as well. Additionally, I have been involved in smaller projects as a translator and editor, and since 2016, have been writing for my blog mainly regarding literature. Since 2021, I have been working at Lernstudio Barbarossa as an English teacher. As I have to prepare every class according to the needs of every individual student, I learned strong organizational as well as time planning skills to manage different projects simultaneously. My work with a variety of students and teachers has helped me strengthen my interpersonal skills.

Not only am I highly motivated and work well alone, but I also enjoy meeting with people and being part of a bigger community. Being involved in academia and having high demands on myself have taught me to work well under stress, manage deadlines and do detailed research. With my enthusiasm and drive, I would be a great addition to your team.

Thank you for your consideration and time. I am looking forward to hearing from you!

Sincerely,
Simge Başmak