

## CURRICULUM VITAE

### Personal Information

Name and Surname : Gamze Efe  
Date of Birth : 02.01.1987  
Nationality : Turkish  
City of Residence : Ankara  
Country of Residence : Türkiye

### Education

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:
Hacettepe University 02.2011 – 06.2013	LL.M. in Information Technologies Law
Bilkent University 09.2004 – 05.2010	Bachelor of Law (LL.B.)
Project Management Institute 08-09.2019	Project Management Professional (PMP) Training

### Skills and Competences

#### Language skills

Indicate your competence level: Advanced (C1-C2), Intermediate (B1-B2), Beginner (A1-A2).

Language	Reading	Speaking	Writing
English	Advanced	Advanced	Advanced
Italian	Beginner	Beginner	Beginner

#### Digital Literacy

- Able to use online communication tools (*MS Teams, Google Tools, Zoom, Sharepoint Platforms*) to support remote collaboration
- Using online resources for personal and team development and learning
- Proficiency in use of standard IT tools

#### Key qualifications (Relevant to the position)

- Currently working as **Deputy Executive Director** at Association for Social Development and Aid Mobilization (*formerly named Association for Solidarity with Asylum Seekers and Migrants*) (ASAM) that responsible for the management and coordination of **more than 800 staff and 15 projects**.
- Supervising and managing the matters to be fulfilled regarding **the Law on the Protection of Personal Data**.
- Manager responsible for **Logistics Unit**.
- Working very closely with **Corporate Communications Unit, Finance Unit, Procurement Unit and Human Resources Unit**.
- Competent in preparing key project plans, timelines, reports and in-depth knowledge and understanding of **project cycle management, risk management, assessing results indicators within the log frames and on-time delivery, program development tools** for quality and intended impact through risk analysis.
- **Qualified Project/Program Coordinator and High-Level Manager** with nearly seven years of experience in **proposing, maintaining budget and log frame development processes**.
- **Managed the project's initiation, planning, execution** (*arranging meetings, coordinating biddings, providing procurement assessments, etc.*) **reporting and closure with governmental and independent audit phases** of wide range of projects and programs those supported by **GIZ** (International German Cooperation), **UN organizations**, various embassies and funded by **BMZ** (Federal Ministry of Economic Cooperation and Development Germany), **DG ECHO** (European Civil Protection and Humanitarian Aid Operations), **FCL** (Foundation Caritas Luxembourg), **TECM** (Taiwan Economic and Cultural Mission), etc.
- Expanding the scope of the association by **initiating and actively managing the contact and establishing close relations with governmental institutions** in Turkey such as the **Ministry of National Education, Ministry of Health, Ministry of Interior, Directorate of Migration Management**; more than **35 municipalities** (metropolitan & district) across the country, **international and national NGOs**, chambers of commerce and industry, and the **private sector companies**.
- **Monitoring and supervising the financial implementation progress** of grants and subsidy recipients in close coordination with Procurement and Finance Unit of ASAM.

## Professional experience

Date from - Date to	Location	Name of the Company & Reference person (name & contact details)	Position	Description
14.02.2023 - Current	Ankara  Türkiye	Association of Social Development and Aid Mobilization (ASAM)	Deputy Executive Director	<ul style="list-style-type: none"> <li>Responsible for all coordination and management in the earthquake zone as <b>ASAM Disaster Risk Management and Humanitarian Assistance Directorate Manager</b>.</li> <li><b>Managing more than 500 personnel and 15 projects/programs</b> in the earthquake zone to ensure that emergency humanitarian supplies reach earthquake victims on time.</li> <li>Responsible Manager for Logistics and Procurement Unit.</li> <li>Working proactively with the HR Unit to ensure timely coordination of project staff and project coordinators.</li> <li><b>Supporting the Project Development Unit and all project management staff</b> in the <u>planning/implementation/reporting</u> processes according to the activity implementation plans and progresses,</li> <li><b>Developing and supervising proposals and budgets</b> for new engagements for the effective execution of the emergency response in the earthquake zone.</li> <li>Ensuring the follow-up and coordination of the <b>drafting process, budget control, implementation phase</b> of the projects to be realized in the earthquake region.</li> <li>Checking, revising and submitting the <b>internal and external project inception, monthly and closure reports and data</b>.</li> <li><b>Supporting the further development of quality criteria</b> for social service delivery and <b>checking compliance</b> during partner visits.</li> <li><b>Ensuring the representation of the association in the delegation visits of ambassadors</b> and introducing all projects.</li> <li><b>Establishing close relations and organizing regular meetings</b> to expand the scope of the association's project with public institutions and organizations, local authorities and funding partners.</li> <li><b>Supervising</b> the related staff for the distribution of winter/summer supplies, especially food and shelter, within the scope of early recovery in the earthquake zone.</li> <li><b>Creating the design of the compounds</b> for the accommodation of ASAM &amp; UNICEF personnel in the earthquake zone, <b>providing ideas for sketch drawings</b> and ensuring controls within the scope of <b>occupational health and safety</b>.</li> <li>Managing and leading the projects that include <b>social cohesion, livelihood support, especially for women, to ensure post-disaster recovery</b>.</li> <li>Maintaining continuous cooperation with relevant projects and organizations to ensure the protection of <b>women and girls in safe spaces</b>.</li> <li>Ensuring necessary cooperation with public institutions and organizations for the activation of <b>mobile clinics</b> for earthquake victims, especially women and children, during and after the disaster.</li> <li>Monitoring and assuring the functionality of <b>child-friendly spaces</b> established for earthquake-affected children.</li> <li>Manager responsible for the preparation of all proving documents that must be kept within the scope of projects and programs for <b>audits</b>.</li> </ul>
2.11.2022 - 6.11.2022	Remote	Fondazione Giacomo Brodolini S.r.l SB, Türkiye	Technical Assistance &  Senior Non-Key Expert	<ul style="list-style-type: none"> <li>Responsible for editing and proofreading the “Summary Book of EU Grant Projects” within the framework of the project Technical Assistance for Institutional Capacity Building for the Implementation of Employment, Education and Social Policies Sectoral Operational Program (EESP SOP) under IPA-II and in accordance with the T.O.R. and the Technical Proposal of the Project - EuropeAid/139202/IH/SER/TR.</li> </ul>

<p>1.09.2021 – 1.10.2022</p>	<p>Ankara  Türkiye</p>	<p>Association of Social Development and Aid Mobilization (ASAM)</p>	<p>Program Coordinator</p>	<p><b>Partner Organization:</b> UNICEF <b>Stakeholders:</b> Ministry of Family and Social Services, Ministry of Interior, Provincial Directorates of Migration Management, Metropolitan and District Municipalities, Universities <b>Project Title:</b> Syrian Support Workers (SSW) Program</p> <ul style="list-style-type: none"> <li>• <b>Responsible for managing strategic and operational risks</b> of the program and maintained cooperation with the UNICEF Education Department to implement the program activities according to the SoPs.</li> <li>• <b>Planned, organized, and measured the processes</b> for the production of project content and established strategy and vision within program boundaries.</li> <li>• <b>Drafted comprehensive progress and final reports, surveys, and assessments, briefs, background papers, fact sheets, presentations, speeches</b> and ensured timely reporting to the partner organization.</li> <li>• Organized and managed meetings and <b>high-level visits for other stakeholders in 15 provinces</b> for different institutions to contribute to the employment process within the scope of business development with the partner organization.</li> <li>• Ensured a close and strong relationship with more than <b>35 Turkish government departments</b> and local authorities to place the potential SSWs and empowered strategic partnerships.</li> <li>• Provided technical support for <b>stakeholders to specialize in working with refugees</b>.</li> <li>• Drafted and finalized <b>official letters, contracts, protocols and MoUs</b> (Memorandum of Understanding).</li> <li>• Coordinated and led the program team of more than <b>80 staff to recruit 1100 SSWs</b>.</li> <li>• <b>Supervised the HR Unit</b> to identify and encourage SSWs with the entrepreneurial aptitude; ensured their placement in productive jobs.</li> <li>• Prepared and submitted <b>amendments</b> to the partner organization, including innovative approaches for capacity building and ensuring the achievement of the program's objectives, direction, and expected results based on feedback from the beneficiaries and stakeholder suggestions.</li> <li>• Identified deficiencies, deviations from the <b>project plan, bottlenecks, resolving them directly by taking swift action</b> or notifying the Deputy Executive Director promptly.</li> <li>• <b>Coordinated the Finance Unit</b> for the preparation of financial reports and their submission to the partner organization according to the established reporting schedules.</li> <li>• Monitored and oversaw the <b>high-level budget, ensuring cost efficiency, accuracy and reliability</b> of project expenditures.</li> </ul>
<p>02.2021 – 08.2021</p>	<p>Ankara  Türkiye</p>	<p>Association of Social Development and Aid Mobilization (ASAM)</p>	<p>Project Coordinator</p>	<p><b>Partner Organization:</b> Swiss Federal Department of Foreign Affairs <b>Stakeholders:</b> Metropolitan and District Municipalities <b>Project Title:</b> Strengthening the Capacity of Municipalities in the Field of Migration and Refugee Response</p> <ul style="list-style-type: none"> <li>• <b>Managed the design and implementation of the project</b> and operational activities, <b>utilized budget</b> coordination.</li> <li>• Organized <b>face-to-face meetings</b> to clarify the program inputs for the <b>municipalities</b> and determined the requirements through field visits.</li> <li>• Supervised the mapping and <b>needs assessment report</b> and a <b>survey</b> on the principal refugee services provided by municipalities to refugees in the relevant provinces and municipal staff.</li> <li>• Oversaw <b>trainings</b> on refugee response and basic migration terms to improve their knowledge and capacities; <b>developed strategic suggestions</b> to strengthen municipalities' service mechanisms.</li> <li>• Contributed to "<b>Strategic Suggestion Guideline for Municipalities in the Field of Refugee Response</b>" with contributions regarding local authorities and their interventions within the refugee response.</li> <li>• Simultaneously with the project, prepared the <b>design of entrepreneurship projects</b> to be applied for by the association and conducted research studies to achieve development goals, <b>develop the entrepreneurship ecosystem and identify sustainable approaches</b>.</li> </ul>

<p>06.2019 - 02.2021</p>	<p>Ankara  Türkiye</p>	<p>Association of Social Development and Aid Mobilization (ASAM)</p>	<p>Program Coordinator</p>	<p><b>Partner Organization(s):</b> Ministry of National Education Directorate General of Life Long Learning (MoNE DG LLL) and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)  <b>Stakeholders:</b> Private Sector Companies  <b>Project Title:</b> Promotion of Economic Prospects for Syrians and the Host Community in Turkey (PEP Program)</p> <ul style="list-style-type: none"> <li>• <b>Managed the project's initiation, planning, execution and closure phases.</b></li> <li>• Coordinated <b>109 staff</b> in 5 project provinces and oversaw a high-level budget.</li> <li>• Worked closely with <b>MoNE DG LLL and Public Education Centers (PECs) and supported their management team</b> on refugee education-focused services and <b>project management</b> through frequent field visits and capacity-building trainings.</li> <li>• Ensured <b>timely and effective implementation</b> of PECs' needs, services, and activities.</li> <li>• Evaluated the performance of the program team and led the Capacity Building Unit to <b>improve team well-being during COVID-19</b>, expertise, and knowledge capacity.</li> <li>• Responsible for <b>preparing the Implementation Guideline signed with MoNE DG LLL, MoUs for chambers and private sector companies</b> to ensure the steps of the educational and employment implementation phases.</li> <li>• Provided to organize the "<b>Livelihood Education</b>" <b>seminars and workshops</b> for project staff and MoNE DG LLL representatives.</li> <li>• Reviewed and supported the Monitoring &amp; Evaluation Unit for the <b>monthly and quarterly project reports, needs assessments, and surveys.</b></li> <li>• Followed-up of indicator achievements in field visits.</li> <li>• Supervised livelihood officers to prepare the <b>Labor Needs Report</b> on regional development agencies, regional economics, entrepreneurship, local business opportunities, migration and development in 5 provinces.</li> <li>• Held <b>meetings with the representatives of the chambers of commerce and industry to direct beneficiaries to SMEs</b> in employment to ensure regional SME development.</li> <li>• Followed up the requests for <b>quarterly disbursements and other payments</b> such as salaries, invoices, and stipends for beneficiaries.</li> <li>• Validated and oversaw the <b>compliance of the monthly expenditure plan</b> within the items of the budget.</li> <li>• Provides basic recommendations <b>to grant and subsidy recipients on eligibility of costs</b> in close cooperation/coordination with Finance Unit.</li> <li>• Carried out the <b>amendment processes</b> of the concept note to activate the action plans for emergency cases through crisis management skills.</li> <li>• Contributed to <b>preparation and creation of the public awareness</b> documents and education materials, videos to submit partner organizations.</li> <li>• Drafted and submitted the "<b>Visibility Plan</b>" of the project for checking and approving implementing partners' PR and visibility materials before publication.</li> <li>• Prepared best <b>practices/lessons learned report</b> as a result of project outputs.</li> <li>• Contributed to <b>creating a book of success stories</b> to be presented to the partner organizations and stakeholders at the end of the project.</li> <li>• Concluded in context of self-administration approach booking of flights, travel arrangements.</li> <li>• Finalized the project successfully and without financial or operational findings of the independent <b>audits.</b></li> </ul>
----------------------------------	--------------------------------	--	----------------------------	--

11.2017 - 04.2019	Ankara  Türkiye	Association of Social Development and Aid Mobilization (ASAM)	Project Coordinator	<p><b>Partner Organization(s):</b> Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)</p> <p><b>Stakeholders:</b> District Municipalities, Universities, NGOs</p> <p><b>Project Title:</b> Educational Program for Syrian Refugees and Host Communities (BilSy) - Together We Stand Project</p> <ul style="list-style-type: none"> <li>• <b>Planned, managed, and tracked all project components</b> required to meet targets by ensuring the implementation of social cohesion activities to/by all SuTPs and host communities who are <b>between 18-35 years</b>.</li> <li>• Managed the support of the <b>integration of youth, providing youth the opportunity to identify and prioritize goals</b> that was to be provided their integration while also developing positive and meaningful relationships with insightful and culturally responsive measures.</li> <li>• Coordinated and implemented the project to ensure proper <b>mainstreaming of youth across all projects with social cohesion and protection lenses and realized necessary referrals to the Protection Unit of ASAM.</b></li> <li>• <b>Coordinated and supervised the project team</b> to ensure the correct requirement analyzing process was followed for each social cohesion activity and provided solutions to conflicts and bottlenecks.</li> <li>• Conducted the initial assessments of the <b>needs and goals of the youth and organized multi-functional training for youth</b> to meet those needs through educational, vocational, and social activities.</li> <li>• Organized <b>Pathways to Social Cohesion Symposium</b>, within the support of GIZ and Hacettepe University.</li> <li>• Contributed to the inclusion of youth in the partner projects to address any operational/legal gaps through the mini-projects those youth beneficiaries drafted and budgeted.</li> <li>• Over <b>30,000 social cohesion activities were carried out</b> with the support of young beneficiaries.</li> <li>• Responsible for <b>monitoring, evaluating, and reporting</b> tasks to achieve high quality.</li> <li>• Balanced the <b>project budget</b> with the financial hub and ensured the achievement of financial KPIs.</li> <li>• Managed <b>communication between ASAM and GIZ</b> by preparing regular executive reports for both sides.</li> <li>• Ensured social cohesion activities were included in <b>national and international media.</b></li> <li>• Responsible for <b>drafting and contributing</b> to the ASAM Social Cohesion Guideline.</li> </ul>
04.2014 - 09.2017	Ankara  Türkiye	Turkish Electricity Distribution Corporation	Attorney at Law	<ul style="list-style-type: none"> <li>• Managed distributed legal teams and coordinated legal tasks of the Boğaziçi Regional Directorate.</li> <li>• Conducted and delivered the "Regulation Development Data System Project" of the Turkish Prime Ministry.</li> <li>• Developed detailed law reports, work plans, schedules, resources, and status reports for litigation management system projects.</li> <li>• Performed procurement activities of various software administration tools related to the legal consultancy department.</li> <li>• Provided legal consultancy to critical cases of the law department.</li> </ul>
11.2011 - 03.2014	Ankara  Türkiye	E & E Law Firm	Attorney at Law	<ul style="list-style-type: none"> <li>• Specialized in intellectual property, contract and consumer law.</li> <li>• Submitted oppositions and appeals before the Turkish Patent Institute.</li> <li>• Provided legal consultancy in annulment actions of trademarks, patents, and designs.</li> <li>• Assisted foreign clients all over the world in terms of Turkish brand law and unfair competition.</li> <li>• Prepared monthly reports to explain the process of trade name registrations.</li> <li>• Performed legal advisory tasks for IT companies.</li> <li>• Gained experience in case files and client communications.</li> </ul>

**Other relevant information (e.g., Training, Publications)**

- **Introduction to MEAL**, Save the Children, November 2022
- **Introduction to Project Management in Humanitarian Settings**, Save the Children, August 2022
- **Child Protection in Conflict Settings**, Save the Children, August 2022
- **Team Working Training**, Kaynaçım İnsan Consulting, March 2021
- **Protection Against Sexual Exploitation and Abuse Training**, UN, January 2021
- **Pathways to Social Cohesion Symposium**, ASAM-GIZ-Hacettepe University, April 2019
- **Social Cohesion Program, Volunteering Management Training**, UNICEF, December 2018
- **Human Rights Conference**, Maltepe University, July 2018
- **Story Book**, "Yine de Bir Şansımız Olmalı", Everest Publishing House, June, 2022 / <https://www.everestyayinlari.com/yazar/gamze-efe/183237>
- Karşıyaka Municipality, Homeros Literature Awards, Third Prize, 2020
- **Best Story Book, 78. Yunus Nadi Story Awards**, First Prize, 2023