

EVİRİM ŞEHİRLİOĞLU

Sabri Kazmaoglu sok. Arabacıoglu apt. No: 11 K. Ciftlik Lefkosa.
Turkish Republic of Northern Cyprus

PERSONAL DETAILS

Date of Birth: *September 11, 1980*
Place of Birth: *Cyprus*
Marital Status: *Single*
Sex: *Female*
Phone: *0548 8427555*
E-Mail: *evrimsehh@hotmail.com*

EDUCATION

1999-2005 *Eastern Mediterranean University
Faculty of Education
Certificate of English Language Teaching*
1995-1997 *Lefkoşa Türk Lisesi*

WORK EXPERIENCE

2012 June- Present

- Running Fast Food Restaurant business as an owner.

2011 June-2012 June

Levent College

- English Language Teaching to middle and high school students

2009 September-2011 February

Girne American College

- English Language Teaching to middle and high school students

2009 April- 2009 June

Capacity Development Program

Responsibilities:

Office Finance:

- Manage transactions with a designated bank in the TCC: a) funds wired in from WL; b) payments made to service providers in the TCC or other locations, in relations to field office operations and CDP projects.
- Use cash on-hand in the office for all expenses or payments in cash. Maintain petty cash records and reconcile them weekly, according to FORECAST procedures.
- Record all transactions in FOAS on a weekly basis by assigning a number to each transaction; assign the same number to corresponding vouchers.
- Send electronic monthly financial reports to WL DC by the 1st of the month. These are summaries of journal entries made during the previous month.
- At the start of each month, after sending the electronic monthly financial reports to WL DC, produce vouchers for review and signature by the COP. Each voucher must be accompanied by supporting evidence (invoice/receipts).

- By the 10th of each month, all original receipts accompanied with vouchers signed by the COP, and all financial reports in paper copies (Vouchers, Payroll, Bank Reconciliation and FOAS Reports) are sent by Express Courier to WL in DC.
- By the 18th of each month, the PO will forward to the F&AO a report describing funds needed next month for on-going or future CDP interventions, after the PO has received and reviewed such requests from PC, so that the right amount of funds are requested from WL Cyprus to WL DC by the 20th of each month, and so that funds are available when they are to be expended.
- By the 20th of each month, make a wire request to WL DC. Wire requests include needed funds for projects, field-office operations in the TCC, and COP fixed expenses in the GCC.
- By the end of the month, check with the TCC bank if wire from DC has arrived.
- Each Friday, participate to the weekly office meeting and report to the CDP team important facts related to finance & admin, plus reminders (e.g., PO/CP wire requests).

Office Administration:

- Organize and maintain administrative files/records in due order for all activities below at all times, in preparation for any potential audit by the WL Cyprus COP, WL DC or the FORECAST Contract Officer in Washington DC.
- On the last working day of the month, pay WL Cyprus staff monthly compensation in the form of consulting fees; staff should submit to the F&AO time sheets and invoices signed by the COP at least one day before day of payment.
- Make fixed payments or pay ad hoc fees to all service providers hired by WL Cyprus for field office operations (e.g., IT-maintenance provider, cleaning lady).
- To that effect, produce a schedule which includes all fixed payments related to office operations or COP expenses, as part of financial reporting to the COP.
- Support the Scope of Work (SOW) of external experts or consultants hired to deliver CDP interventions via timely payments in line with contracts signed with WL Cyprus. A copy of each of those contracts should be in the F&AO files so that she is aware when payments are due.
- Supervise all contractual relationships with local service providers to ensure the well functioning of the office, including day to day communications (e.g., with the IT-maintenance provider).
- Provide WL Cyprus staff cash-advances against proper written justification and signatures from both the F&AO and that staff. All expenses by staff out of cash advances must be accompanied by receipts. All reimbursements for payments made by staff – out of their own pocket – and related to field/project costs must also be accompanied by receipts.
- Supervise and ensure maintenance of office equipment and supplies along a set schedule; for equipment work with the PO on needs to be communicated to service providers.

- Together with PO, supervise purchase of equipment with value less than 500 USD – those which do not need tenders. Final decisions on purchases must be made with the COP.
- Supervise the administration of staff contracts, such as recording vacation time, sick leave and paid holidays in line with the WL Cyprus Holiday List and WL Personnel Policies (see attachment to contract).
- Make all arrangements for the interviewing of new staff, including placement of adverts in media, dissemination of job announcements to external stakeholders (i.e., other USAID projects), receipt of cover letters and resumes, first selection of potential interviewees through criteria determined by the COP [if asked] and scheduling of rounds of interviews.

TraiNet and VCS:

- Act as the TraiNet and VCS Administrator, meaning:
- Enter participant/program data in TraiNet according to the sequence followed by FORECAST intervention-organization procedures and steps, as well as requirements under the VCS system (for US-bound programs only).
- In synchronization with TraiNet entries, and for US-bound programs only, act as the R1 “initiator” within the VCS system.
- Receipt and safeguard important documentation produced by the VCS system (e.g., DS2019 forms) and key to the issuance of J1 visas by the US Embassy in Cyprus.
- Liaison with the US Embassy when requiring security-checks on participants to be travelling on J1 visas => this however may be the responsibility of the PO or CP.
- Liaison with J1-visa applicants and the US Embassy so that scheduling of interviews are known to interviewees and so that attendance is ensured => this, however, may be the responsibility of the Program Coordinator/Manager.

Small Grants:

- Monitor the financial aspect of a small grants program, if such a program takes place in the TCC, together with the COP.

Deputy responsibilities:

- Act as Deputy to the COP, but only in regards to finance & admin matters, in the absence of the COP, but after consultation with the PO.

2007 March – 2009 March

Resource Efficiency Achievement Project

- Reporting to USAID on monthly and quarterly basis

- Preparation of project expenses for billing purposes
- Project monthly cash forecasts
- Invoice recording and petty cash box management
- Keeping records of all project deliverables to USAID
- Logistical support for the Project Events
- Logistical support for the Project's international experts
- Office Administration and organizing payments for the services rendered by the project
- Occasional verbal and written translation
- Supporting the public outreach activities on occasional basis

2005 November-2006 November

***Cyprus International University
School of Foreign Languages***

- English Language teaching to university prep students

2005 February - 2005 June

Degirmenlik High School

- English Language teaching to high school students

SKILLS AND ABILITIES

Foreign Language (s):

English

Fluent

Computer Literacy:

MS Office applications such as Word, Excel, Power point, Outlook,

Seminar / Courses attended:

Greek language course provided by EMU continuous education center

INTERESTS AND HOBBIES

Reading Book, Horse Riding, Swimming