Rabia Şencan

Operations and Coordination
Foreign Language Instructor and Translator

Ankara, TR

rabiasencann@gmail.com

About Me

As a graduate of Korean Language and Literature, I have gained solid experience in language, coordination, and operations in international environments. I have worked across various fields, including education, translation, administrative support, finance, marketing, design, and cross-cultural communication. I currently work as a foreign language instructor while also taking on freelance design projects.

Experience

SAMSUNG | Istanbul, TR

Samsung Electronics Türkiye — June 2016 - September 2016

Translator, Finance Department Employee

Samsung Electronics Turkey offered a career opportunity for successful students in my university department. I was selected among the applicants and worked full-time in the finance department at the headquarters in Istanbul during the summer term.

- Performing final checks of documents and marketing invoices before payment approval.
- Reviewing operational and branch renovation expenses against supporting documentation.
- Providing daily translation and localization support to Korean managers.

HYUNDAI Rotem | Istanbul, TR

Hyundai Rotem — May 2018 - July 2018

Coordinator

Worked as a multilingual coordinator on Istanbul rail system manufacturing projects.

- Supporting on-site coordination and operations for the Sirkeci and Alibeyköy projects.
- Ensuring effective communication between technical teams and management.
- Facilitating communication among teams from different language and cultural backgrounds.

Ankara, TR

Karamete Tanıtım ve Tasarım — December 2018 - February 2019

Company Representative

I initially joined the company on a part-time basis, creating and translating promotional content for its digital platforms. I later transitioned into a full-time Company Representative role.

- Creating promotional copy and content for corporate websites
- Managing communication with public and corporate clients.
- Representing the company in client meetings.

Ankara, TR

Aromatherapy & Phytotherapy Startup — June 2019 - May 2025

Founder

I turned my interest in aromatherapy and phytotherapy into a business model and established my own startup with young entrepreneur support. I managed product sourcing, purchasing, sales, and trade processes. Later, through specialized training from international universities, I provided consultancy to manufacturers on brand identity, production, and packaging. I also organized workshops and training within various NGOs.

- Managing supply chain, production, and sales processes of aromatherapy and phytotherapy products.
- Advising producers on product development, brand positioning, and design.
- Managing operational processes, supply chain networks, pricing analysis, and customer experience.

Ankara, TR

Sıra Dışı Eğitim Akademisi — October 2025 - Present

Foreign Language Instructor

- Teaching English to primary and high school students.
- Creating tailored learning plans and tracking student progress.
- Maintaining effective communication with students and parents.

Education

Ankara, TR — 2009-2013

High School Education

Dedekorkut Anatolian High School

Kayseri, TR — 2013-2017

B.A. in Korean Language and Literature

Erciyes University

Foreign Languages

English

Professional Working Proficiency

Korean

Professional Working Proficiency

Certificates and Additional Training

TÜBİTAK-Supported Entrepreneurship Certificate

Erciyes University 2017

Google Digital Workshop Training

Erciyes University 2017

KOSGEB Entrepreneurship Certificate

Ankara 2019

Aromatherapy: Clinical Use of Essential Oils

University of Minnesota - Coursera 2021

Herbal Medicine

University of Minnesota - Coursera 2021

Digital Tools and Software

- MS Office
- Adobe Illustrator
- Procreate
- Adobe Fresco
- Da Vinci Resolve

Awards & Publications

High Honor Student, GPA 3.55/4.00

Erciyes University

2nd Place Award, Korean Literature Interpretation Competition

Türkiye 2015

Kyunghee (경희) Na Hye-Sok

Bachelor's thesis on the Korean–Turkish translation of the first feminist short novel portraying the "New Woman" movement in Korean literature. Erciyes University, 2017

Contact

Email:

rabiasencann@gmail.com

Phone:

(545) 908 8448