

DERYA KAYGISIZ

Education Specialist with 6+ years of experience in **international project management, program development, qualitative and quantitative research, data analysis, monitoring and evaluation.**



PERSONNAL INFO

Nationalities :

- French
- Turkish

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LANGUAGES

Turkish : Native language
French : Native language
English : Full professional proficiency
Arabic : Elementary proficiency

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint), data analysis (SPSS), HTML, CSS, Javascript, Adobe Photoshop Lightroom.

INTERESTS

Guitar, photography and boxing (2 years in club).

Consulting Experience

- 03/21-07/21 **Reporting Officer Syria and Turkey**, Médecin du Monde Turkey, *Istanbul, Turkey*
- Proposal writing & Donor Reporting (monthly, quarterly and final reporting) for Grants implemented in Syria and Turkey funded by BPRM, ECHO, GFFO, the Swiss Development Cooperation (SDC), OCHA, The Crisis and Support Centre (CDCS) and EIDHR (amount of the grants ranging from 1 to 5,5 million US Dollar).
 - Fundraising support (Proposal Writing), Grants Management and Supervision.
 - Internal and External Communication & Capacity Enhancement.
 - Donors and Partners Relation.
 - Support MEAL Department in data analysis.
- 09/19-12/19 **Education Project Manager** – Save The Children, *Hatay, Turkey*
- Ensured Project Management for safe access to school to 1,245 refugee students.
 - Managed Hatay field office team, including an education/child protection officer and a contract coordinator.
 - Budget Holder of 1 million US Dollar project funded by BPRM.
 - Coordinated and Collaborated with local authorities and school staff.
 - Developed and Implemented MEAL plan.
 - Allocated budget from underspent of previous projects based on Needs Analysis.
 - Conduct Evidence Based Research to support fundraising.
 - Strong collaboration with the relevant departments (Finance, Logistic, Grants, MEAL).
 - Oversaw multi agency coordination in the Southeast of Turkey.
- 02/18-07/19 **Education and MHPSS Project Manager** – Mülteciler Derneği (RASAS), *Istanbul, Turkey*
- Implemented Education, MHPSS and Child Protection related projects funded by different grants (UNHCR, ISTKA, GIZ, WHH).
 - Managed a team of 28 employees including 12 teachers, 10 psychologists and 6 translators.
 - Curriculum Design based on need Analysis and Evidence-Based Research about educational needs of refugee children in Turkey.
 - Run the Education Department in welcoming more than 450 students (120 in Early Education Program, 300 in catch-up and Turkish classed and 60 in higher education preparation Program).
 - Supervised and supported 20 out of school refugee children (15 to 17 years old working children) by providing Turkish lessons, catch-up classes, Mental Health and Psychosocial Support in close collaboration with their parents.
 - Developed strong skills in Time Management and Work under pressure.
 - Ensured training to develop staff capacity based on Evaluation of employees' performance.
 - Adopted new software to ensure an efficient Project Management Cycle including a strong MEAL procedure.
 - Project Development based on Situation analysis by qualitative and quantitative research across all education sectors, spanning from Early Childhood education to Higher Education and Adult learning. Organization of workshops to Children and families; Institutions (schools and universities); host community and NGOs; Local represents of education system.
- 11/16-02/17 **Communication Project Officer**, *Islamic Relief Switzerland, Geneva*
- Analyzed satisfaction of the "Sponsorship Program":
- Searched and referenced all donor (individuals, associations, and companies).
 - Monitored and analyzed Data.
 - Conducted satisfaction survey's in collaboration with the "Sponsorship Program" team.
 - Translated all surveys from French to Turkish.
 - Administered survey's via phone in French, Turkish and English.

PROFESSIONAL REFERENCES

Halil Ibrahim Akinci,

Director of the NGO Mülteciler Derneği (RASAS), Sultanbeyli / Istanbul

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Abdeljalil Akkari,

Professor, and Director of a research group on international education,

University of Geneva. And regular consultant for UNESCO

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Barbara Fouquet-Chauprade,

Lecturer at the University of Geneva

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10/15-05/16 **Assistant of French Language Facilitator, INEE - Inter-Agency Network for Education in Emergencies**

- Maintained communications on the INEE website of all relevant articles for Education in Emergency.
- Performed scientific research for verifying, editing and correction of the Education in Emergencies Glossary.
- Translated the website content and newsletter from English to French.

09/14-06/15 **Research Assistant, Research Group on International Dimensions of Education, University of Geneva**

Research "Assess of the project Teaching of the Language and Culture of Origin" commissioned by The Office for Integration of Foreigners:

- Conducted interviews with Association Executives in Geneva
- Analyzed all qualitative data
- Presented interim report to The Office for Integration of Foreigners
- Drafted the final research report for The Office for Integration of Foreigners

Internships

06/12-08/14 **Intern, Islamic Relief Switzerland, Geneva**

- Processed, verified and updated data for donor files
- Translated letters of the "Sponsorship Program" from English to French
- Communicated and organized events and mailings

04/12-05/12 **Trainee teacher in primary school, Ecole de l'Europe, Geneva**

Education

2021 **Front-End Web Development Bootcamp, Re:Coded**
Major subjects: HTML, CSS, JavaScript, React and Business oriented Power Skills.

2017 **Masters Degree in Analysis and Intervention in Education Systems, University of Geneva**
Master thesis- **Obtained with highest distinction**

- "What are the effects of schooling in educational priority areas on educational and career aspirations of students?"

Major subjects:

- Educational systems and educational policies; Education, training and public in difficulty; Socialization, culture and education; Specialization in the rights of the child; Qualitative and Quantitative Research methodologies.

2014 **Bachelor of Science in Education-Oriented Education and Training, University of Geneva**
Relevant Subjects: Teacher Training; Adult Education; Educational Science, Comparative Education; Educational Psychology; Special Education; Qualitative and Quantitative Research methodologies.

Spring semester 2016 **Study Abroad: Koç University** (English-speaking university), Istanbul-Turkey
Courses: Human Rights, International Organizations & NGOS, Arabic (Beginners II)

2011 **Bachelors of Science in Secondary Education, Lycée des Glières, France**

Certificates

2019 **Emergency Response Training, SCU-K-SCI**

2017 **INEE Minimum Standards for Education, Inter-Agency Network for Education in Emergencies**

2017 **Children's Human Rights - An Interdisciplinary Introduction, University of Geneva**