
Leyla Keskiner

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Education

2010-2013

Yeditepe University
Institute of Social Sciences
MA program in Public Relations

1994-1996

Indiana University, Bloomington
PhD program in American Studies (incomplete)

1985-1990

Middle East Technical University
Faculty of Economic and Administrative Sciences
BS, International Relations

1978-1985

American Collegiate Institute, Izmir

Work Experience

1998- 2012

The Health and Education Foundation

Position : Public Relations Officer

The job description included, but was not limited to

- writing and editing texts for brochures, pamphlets and various other printed materials, as well as web sites for the foundation and its affiliates
 - speech writing for the members of the board of directors and the executers,
 - compiling the foundation's biannual activity reports
 - establishing and updating graduate data base
 - organizing special events (the foundation's 30th, 35th and 40th anniversaries, retirement (or farewell) parties for administrators
 - fund-raising
 - conducting press relations, writing press releases, organizing press gatherings and conferences
 - coordinating and conducting interviews, soliciting advertisers, writing reviews and news pieces for the quarterly publication of the foundation, Bulusma.
 - coordinating and supporting SEV's affiliate institutions in their efforts to conduct public relations with their external publics
 - overseeing that the corporate visual identity rules are followed
 - coordinating film and photo shoots for the foundation and its affiliates
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1992-1997

***Dokuz Eylül University
Faculty of Science and Literature
American Studies Department***

Position: Research Assistant

- Assisted teaching American History courses 101 and 102 for freshman year
- Organized and taught American Political System course for sophomore year
- Helped organizing meetings, conferences for the department

1990-1991

Freelance Translator

- Translated scientific articles and dissertations
- Translated articles for İletişim, Belge and Ümit Publishing companies

Trainings

October 11-12 2009

- Media Relations, Gökmen Karadağ

June 9-11, 2010

- Course on Fundamentals of Fundraising, Boğaziçi University Lifelong Learning Center

November 6, 2010

- Media Relations, Sedef Kabaş
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