
TOLGA UNAL

PROFILE

Versatile professional with expertise in education, logistics, and translation. Experienced English teacher skilled in lesson planning and fostering language skills. Proven logistics experience as a Reservation Officer at Turkish Airlines Cargo, managing shipments and ensuring smooth operations. Holds degrees in English Translation and Interpretation, and is pursuing Global Business Management at Centennial College. Committed to continuous learning with certifications from prestigious institutions. Strong problem-solving and communication skills, ready to contribute effectively to diverse professional environments.

EXPERIENCE

RESERVATION OFFICER, TURKISH AIRLINES CARGO (5M GROUND OPERATIONS);

ISTANBUL-12.2021 - 07.2022

Booking shipments and constant follow up to secure business / Monitor flights regularly / Daily Flight Status / Release Carting / Queue Handling / Flight Log / Rebooking / Irregularities / Amendments / Handling special loads / Transit Permit / Embargo check / In-flight cargo volume calculation

ENGLISH TEACHER, 75. YEAR PRIMARY SCHOOL;

ISTANBUL-03.2021 - 06.2021

Responsible for creating engaging lesson plans, fostering foundational language skills, and promoting a positive learning environment to support the development of reading, writing, listening, and speaking abilities in young learners.

ENGLISH TEACHER, İTO HIGH SCHOOL;

ISTANBUL - 03.2020 - 06.2020

Focused on delivering comprehensive curriculum, enhancing critical thinking, and developing advanced reading, writing, and communication skills to prepare students for higher education and career success.

EDUCATION

ENGLISH TRANSLATION AND INTERPRETATION

Istanbul Aydin University - 06.2017 / 06.2019

APPLIED ENGLISH - TURKISH TRANSLATION

Istanbul Aydin University - 09.2014 / 07.2017

GLOBAL BUSINESS MANAGEMENT

Centennial Collage - 04.2024 / ~

INTERNSHIP

ENGLISH TEACHER, FİKRET YÜZATLI PRIMARY SCHOOL;

Istanbul - 03.2019 / 06.2019

TRANSLATOR, AYDIN ÖRME INDUSTRY AND TRADE INC.;

Istanbul - 03.2017 / 06.2017

TRANSLATOR, ISTANBUL AYDIN UNIVERSITY;
Istanbul – 02.2016 / 05.2016

CERTIFICATE

INTERNATIONAL LANGUAGE ACADEMY OF CANADA: UNIVERSITY
PATHWAY PROGRAM

Level 3.4 (17) – 04.2023

EARLY CHILDHOOD DEVELOPMENT: GLOBAL STRATEGIES FOR
IMPLEMENTATION

HarvardX – 01.2023

<https://courses.edx.org/certificates/a84c24fd24ff4e00921c04803c0ee88f>

100 DAYS OF CODE: THE COMPLETE PYTHON PRO BOOTCAMP FOR
2022

Udemy – 09.2022

<https://udemy-certificate.s3.amazonaws.com/pdf/UC-a18d3c52-9657-4f66-a450-450c3ce62e27.pdf>

PEDAGOGICAL EDUCATION PROGRAMME CERTIFICATE

Istanbul Aydin University - 06.2019

SUMMER ENGLISH LANGUAGE COURSE

Vistula University, Warsaw, Poland - 09.2016

ENGLISH PREPARATORY PROGRAMME

Istanbul Aydin University - 12.2015

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