

Emine BURÇAK

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Management Information Systems undergraduate student with hands-on academic project experience in SQL Server, Python, data analysis, database management and web technologies. Experienced in designing relational databases, developing data-driven solutions and analyzing data using SQL and SPSS. Interested in Business Analysis, Data Analysis, Database Management and Information Technology roles. Strong problem-solving, analytical thinking and continuous learning skills.

EDUCATION

Muğla Sıtkı Koçman University — Muğla, Türkiye

2024-Present

Bachelor of Management Information Systems

Relevant coursework and academic focus: Database Management, SQL, Data Analysis, Statistics, Information Systems, Web Technologies and Programming.

LANGUAGES

Turkish: Native

English: A2 – Elementary

PROFESSIONAL EXPERIENCE

Abdullah Altınar Certified Public Accountant Office Role, Karaman, Türkiye

July 2026-August 2026

- Supported daily accounting operations by processing invoices, financial documents and records using Microsoft Excel, ensuring accurate and organized data management.
- Maintained structured digital and financial records through systematic data entry, document management and record keeping.
- Assisted with invoice and financial document preparation, reviewing data for accuracy and consistency across accounting records.
- Used Excel sorting, filtering and spreadsheet organization to manage financial information and support routine reporting processes.
- Supported daily business processes and administrative workflows while maintaining attention to detail and data accuracy.

PROJECTS

Bakery Automation System | SQL Server

- *Designed a relational database using SQL Server to manage bakery products, categories, customers and orders.*
- *Created interconnected database tables using primary keys and foreign keys to maintain data integrity and relationships.*
- *Developed stored procedures, functions, views and triggers to automate database operations and improve data management.*
- *Implemented transaction management and stock control to support reliable order processing and database consistency.*
- *Applied SQL queries and database management techniques to create a structured solution for bakery operations.*

Personal CV and Portfolio Website | WordPress

- *Developed a personal CV and portfolio website using WordPress to present academic projects, technical skills and professional information.*
- *Customized website structure, layout and content to improve navigation and user experience.*
- *Organized project and profile information into structured web pages to create a professional digital portfolio.*

Data Analysis Project | SPSS

- *Conducted data analysis using SPSS to examine datasets and identify meaningful patterns and relationships.*
- *Prepared charts and statistical reports to communicate analytical findings clearly.*
- *Applied data interpretation and statistical analysis techniques to support data-driven conclusions.*

CERTIFICATIONS

Social Media Advertising & Performance Analytics
Practical Canva Training
Design-Based Social Media Content Creation
Introduction to Social Media Management
Legal Responsibilities of Social Media Influencers
Social Media Content Creation: Target Audience Analysis & Strategic Communication
Social Media Brand Communication & Collaborations

TECHNICAL SKILLS

Programming: Python, C#
Database: SQL, SQL Server, Relational Database Design, Database Management

Data Analysis: SPSS, Microsoft Excel, Data Analysis, Data Visualization

Web Technologies: HTML, CSS, WordPress

Tools: Microsoft Excel, WordPress, GitHub