E-Mail: erduranmehmethan@gmail.com

MEHMETHAN ERDURAN

Data Analyst I M&E Specialist

LinkedIn: https://www.linkedin.com/in/mehmethanerduran/

OBJECTIVE

Analytically minded Research Assistant, Data Analyst and M&E Specialist with a proven track record of extracting actionable insights from complex datasets. Skilled in SQL query, Microsoft Power BI, data visualization, statistical analysis, and program evaluation to drive informed decision-making.

EXPERIENCE

İzmir
May 2025 – Current

Research Assistant

İzmir Democracy University

- Research Assistant for the Department of Management Information Systems

Freelancer
March 2024 – May 2025

System Designer

Ixora Cosmetics

- Created a MySQL-based database and completed the data cleaning of 15 years' worth of records and the transfer process to the new system.
- Designed a program within the IXORA framework that enables all distributors to register customers, track inventory, carry out real-time sales and return processes, and manage order processes with the headquarters.
- Developed a Microsoft AZURE-based management panel and finalized the automation processes between it and the sales applications.
- Devised a data collection and storage strategy in compliance with KVKK (Turkey's Personal Data Protection Law).
- Conducted training sessions and consultancy for the IXORA sales program and the IXORA management panel.

Remote
Jan 2023 – Dec 2023

Third-Party Monitoring Officer

International Advisory Products and Systems (i-APS)

- Prepared comprehensive monitoring reports with recommendations for corrective actions to improve project outcomes and drafting UNOCHA TPM reports

- Collaborated with project stakeholders to address any non-compliance issues identified during monitoring visits and provided liaison and coordination with Turkish partners.
- Maintained detailed records of monitoring activities and findings for project documentation.
- Analysed large datasets using MySQL to derive insights.
- Prepared data collection tools for monitoring activities, ensuring efficient and effective data collection and analysis.
- Responsible for multi-sectoral tools development related to context in Northwestern Syria.

Mersin

Sep 2019 – Dec 2022

Monitoring Evaluation Accountability and Learning Officer (MEAL)

Support to Life (Hayata Destek Derneği)

- Worked as a focal reporting officer for ECHO protection project.
- Designed and implemented M&E frameworks to track program impact and outcomes.
- Conducted data analysis and produced reports to inform program improvements.
- Developed surveys and qualitative tools for gathering beneficiary feedback and insights.
- Conducted focus group discussions and needs assessments.
- Facilitated training sessions on M&E concepts and tools for program staff and partners.
- Tracked and monitored the project's' indicators and reported its progress.
- Assisted to shape MEAL standard operational procedures.
- Ensured data collection methods suitable for Turkish GDPR (KVKK).

Ankara

Jan 2016 – Jan 2019

Teaching Assistant

Bilkent University

- Trained all relevant students about Microsoft Office Programs.
- Provided mentorships for the newcomers.
- Remodelled the course structure to increase the effectiveness.
- Provided one-on-one academic support to students, explaining concepts, and answering questions.

- Graded assignments and exams, providing constructive feedback to students to aid in improvement.
- Led tutorial sessions to enhance students' understanding of course material.

EDUCATION

İzmir

Current

Master of Science in Management Information Systems

İzmir Democracy University

- GPA 4.0

Ankara

2024-2025

Master of Science in Management Information Systems

Ankara Yıldırım Beyazıt University

- GPA 4.0

Ankara

2019 Jan

Bachelor of Arts in Political Science and Public Administration

Bilkent University

- Comprehensive Scholarship awarded by the University
- Magna Cum Laude in Political Science and Public Administration
- GPA 3.67

Ankara

2019 Jan

Minor Degree in Economics

Bilkent University

The Netherlands

2018 Jan

Erasmus Student

Leiden University

SKILLS

- Python
- R Language
- SQL Querying / MySQL
- Microsoft Power BI
- Kobo ToolBox
- Microsoft Office Excel
- Data Analysis
- Data Visualisation
- Project & Research Design
- Dashboard & Database Creation
- Project Reporting

LANGUAGES

Turkish

Native

English

Advanced

- Project Monitoring and Evaluation

CERTIFICATION & COURSES

- Individual First Aid Kit
- Data Visualisation and Effective Use of Social Media Platforms
- Prevention of Sexual Exploitation and Abuse
- Child Safeguarding
- Project Writing
- Child Safeguarding
- Power BI
- Data Quality
- SPSS
- Gender Based Violence