

Buğra Çalışkandınç

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☎ +90 506 180 47 73

📅 24.07.1996

📍 Çerkezköy / Tekirdağ

» Driver's License: Class B

Experiences

English Teacher Bi'Not Educational Institutions

Çerkezköy - Tekirdağ

September 2023 - June 2024

- Created lesson plans tailored to different grade levels in the English department.
- Coordinated the educational process.
- Provided individual educational consulting for high school and university students.

Receptionist Temizay Hotel

Çanakkale

May 2022 - April 2023

- Developed solutions to ease and fasten data entry processes and help workplace efficiency
- Eased the group booking process with schemes to help manage individual workload
- Maintained hotel and reception computer systems.
- Communication with and guidance for international guests.

Technical Support Staff Çanakkale Onsekiz Mart University, Faculty of Arts and Sciences

Çanakkale

October 2017 - June 2018

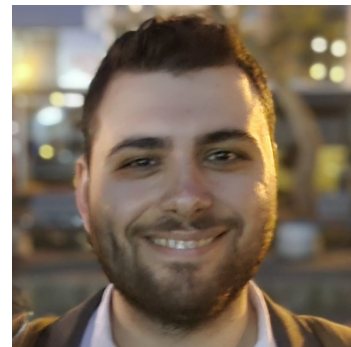
- Developed security solutions to faculty-wide computer virus outbreak and secured the academy computers
- Helped the academicians with IT support and helped their processes
- Maintained Geography, Mathematics, and general use computer labs
- Ensured functionality of the faculty's operating systems and software.

IT Intern Yenasoft Software

İstanbul

July 2014

- Provided technical support to staff.
- Contributed to the renewal of office network infrastructure.
- Developed digital solutions to ease employee tasks.



Education

English Language and Literature

Çanakkale Onsekiz Mart University

2016 - 2022

Web Programming

Handan Hayrettin Yelkikanat Vocational and Technical Anatolian High School

2010 - 2015

Skills

Office Apps Efficiency

Microsoft Excel, Word, Powerpoint

Technical IT and Programming Skills

Python, Go, Typescript

Operating Systems

GNU/Linux - Windows

Languages

English

C1

Italian

A2