

Buğra Çalışkandınç

✉ bugracaliskandinc@gmail.com

☎ +90 506 180 47 73

🌐 24.07.1996

📍 Çerkezköy / Tekirdağ

» Drivers 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

- Managed booking processes through digital systems.
- Communication with and guidance for international guests.
- Handled accommodation billing
- Coordinated accommodation planning for tour groups
- Maintained hotel and reception computer systems.
- Developed digital solutions to enhance data entry efficiency.

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

October 2017 - June 2018

- Provided technical support to academics.
- 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 Programs

Microsoft Excel, Word, Powerpoint

Technical Skills

Hardware and Software

Operating Systems

GNU/Linux - Windows



Languages

English

C1

Italian

A2