

TUANA BICAKCI

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- Portfolio <https://tuanabicakci.dev/>
- LinkedIn <https://www.linkedin.com/in/tuana-bicakci/>
- Github <https://github.com/tuanabicakci>

SUMMARY OF SKILLS AND QUALIFICATIONS

Operating Systems | Windows 10,11 • Mac OS

Applications | Unreal Engine 5 • Unity • JetBrains IDE • Blender • Substance Painter

Other | Illustrator • Photoshop • Premiere Pro • After Effects • Adobe XD • Figma • Procreate • Krita • Ableton

Programming | C++ • Java • JavaScript • Python • HTML • CSS • React.js • Node.js

Languages | English | Spoken & Written • Turkish | Spoken & Written • French | Basic

EDUCATION

Bachelor of Computer Science Joint Major in Computation Arts Co-op

2021-2025 (Expected)

Concordia University, Montreal, QC

- Member of the Institute for Co-operative Education
- C&R Renaud In-Course Bursary
- Relevant Courses
- GPA 3.61/4.30

High School Diploma

2017- 202

Kurtkoy Anatolian High School, Istanbul,Turkey

- Achieved an entrance bursary of 95%
- Student Council Executive(2018)

WORK EXPERIENCE

Office Administrator

Oct 2022 - present

UHY Victor, Montreal, QC

- Managed daily administrative tasks to ensure smooth office operations and support the accounting team.
- Maintained and organized accurate digital and analog filing systems for documents.
- Assisted in the preparation of personal and corporate tax assemblies.
- Collaborated with accountants to prepare and proofread financial reports, ensuring accuracy and compliance.
- Contributed to the development and maintenance of the UHY Advisory's website, ensuring it reflected the company's values and services effectively.
- Supported the creation of training videos and materials, utilizing digital media expertise to enhance the learning process for team members.
- **Core Competencies:** Organization, Communication (oral, written), Problem Solving, Adaptability & Stress Management, Attention to Detail, Timely Execution

VOLUNTEER WORK / EXTRA-CURRICULAR ACTIVITIES

Lead Artist

July 2023-present

Concordia Game Development, Montreal, QC

- Undertook parallel responsibilities to the VP Creative, with a primary focus on illustrating event posters and promotional material and designing the club's mascot, R.DIA.

Vice President Creative

Sept 2022 - July 2023

Concordia Game Development, Montreal, QC

- Collaborated with the club's leadership team to develop event schedules, coordinate logistics, and set achievable milestones for successful event execution, with a particular emphasis on game jams and workshops.
- Worked closely with the Artist team to create visually appealing promotional materials and maintain the club's brand consistency.
- Reviewed and evaluated game submissions, providing constructive feedback to participants and recognizing outstanding achievements.
- Engaged with industry professionals and potential sponsors to forge partnerships that enhanced the club's event offerings and resources.

Marketing & Advertising Manager

Sept 2022 - present

Concordia Game Development, Montreal, QC

- Managed social media channels and contributed to creating promotional materials to reach out to Turkish students in Montreal.
- Worked collaboratively with leadership to develop marketing strategies, aiming to create a community for Turkish students at Concordia University.
- Photographed and documented events and campaigns.

INTERESTS

Drawing & Journaling I like to unwind and document moments that resonate with me by drawing and journaling in my sketchbook.

Video Essays I enjoy exploring diverse perspectives and breaking down complex subjects, especially video games. Watching video essays helps me gain insight into many various topics.