

BEGÜM OLGUN

Istanbul, Turkey | 530 077 52 05 | olgunbegum@gmail.com | [Linked-in](#)

[Portfolio](#)

WORK EXPERIENCE

Pedalheads

Scheduling Coordinator

Vancouver, BC

05.2024-08.2024

- Created and managed instructor schedules, resolving conflicts and ensuring alignment with skills and availability.
- Approved time cards accurately and maintained proactive multi-week planning.
- Coordinated with the regional team, implementing their requests and ensuring clear communication.

Arhan L.C.

Visual Designer

Istanbul, Turkey

04.2021-06.2023

- Created and designed content aligned with brand identity.
- Interacted with customers and maintained relationships with existing clients.
- Developed strategies to attract new customers through engaging content.

Halic Property

Administrative Assistant, Customer Relations

Istanbul, Turkey

08.2021-04.2022

- Managed sales and customer relations at a private property firm.
- Collaborated with team members, efficiently managing time and tasks.
- Developed skills in scheduling, organizing paperwork, updating data and managing employee hours.

TECHNICAL & SOFT SKILLS

- Figma, Whimsical, Slack, Framer, Adobe Photoshop, Illustrator, Premiere
- Office suite (word processor, spread sheet, presentation software)
- Problem-solving, critical thinking, multi-tasking, time management, teamwork, fast learner.

EDUCATION

CORNERSTONE INTERNATIONAL COLLEGE

UI/UX Design

VANCOUVER, BC

May, 2022- November,2023

YEDITEPE UNIVERSITY

Visual Communication Design

ISTANBUL- TURKEY

September, 2016- June,2021

CERTIFICATES

GROW WITH GOOGLE - COURSERA

UX Design

ONLINE

Mar, 2024- Jul,2024