

Ela Sezgin

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Education

University of Washington

BA, Communication and Art History

Graduated June 2023

Member of Delta Gamma

UX Design Professional

Certificate Google Coursera

Completed 2025

Volunteer Work

Seattle Art Museum

2021-2023

Facilitated family events and guided children through interactive art activities.

Skills

Certificates:

Visual Design using Adobe Photoshop 2024- Certiport

Technical:

Adobe Suite, Microsoft Office (Excel), Canva, Figma, CapCut

Languages:

Turkish (Limited Working Proficiency)

Interests:

Art history, intercultural relations, travel, watercolor

An adaptable and detailed worker with a creative passion for art history, design, a freshly baked pastry, and thoughtful workspaces.

Experience

L'Arche Tahoma Hope

June 2025 – April 2026

Administrative Assistant and Event Specialist

- Coordinate volunteers, communication, & execution for nonprofit events & annual fundraising auction.
- Provide administrative front desk support, document management, donor correspondence, & communications.
- Facilitate weekly events for adults with disabilities.

Fulbright Türkiye Grantee

September 2024 – June 2025

English Teaching Assistant at Konya Teknik Universitesi

- Designed & led five university-level courses for ~50 participants, managing schedules & materials.
- Served as primary contact for program communications.
- Maintained documentation & adapted inclusive programming for diverse groups of scholars in an international setting.

University of Washington

2022 - 2024

Administrative Assistant

- Served as front desk lead in a busy office, managing phones, emails, scheduling, & high-volume of office inquiries.
- Coordinated meetings, maintained records, supported daily office operations including mail, packages, and inventory.
- Designed departmental material using Adobe Suite & Canva.

Henry Art Gallery

2023

Visitor Experience Representative & Administrative Assistant

- Supported front desk operations, visitor services, & admin tasks.
- Assisted with event & exhibition logistics in a fast-paced gallery environment.

Ela Sezgin Design

2023 - Present

Graphic Designer and Artist

- Manage client relationships end to end; Create original visual content, branding materials, & social media assets for clients across multiple industries.

Per Executive Order 13750, holds Non-Competitive Eligibility hiring status for federal jobs