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250-939-9282 | Cranbrook BC

Skills & Knowledge

Hard Skills

- Branding and Identity
- Web Design
- Logo Design
- Social Media
- Sketching
- Typography
- Photography

Tools and Software

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Microsoft Office
- Canva
- Wix
- Wordpress

Education & Training

- High School Graduate 2018
- Level 1 Hairstylist (COTR) 2019
- Super Host 2022
- WHIMIS 2022
- Serving it Right 2022

Community

- Cranbrook Arts Council
Volunteer
*Cranbrook and District Arts
Council, Cranbrook, BC*
2019
- Youth Co-chair for CYMHSU
local action team
*Child and Youth Mental Health
and Substance Use (CYMHSU)*
Golden, BC 2018

Experience

Assistant Office Admin/ Assistant Manager

Cranbrook and District Arts Council 2020- 2021
Cranbrook BC

- Designed social media and promotional graphics
- Photographed and edited images for social media use
- Created a new website and provided general upkeep of website
- Interfaced with artists, provided support with marketing their artwork. Worked directly with over 120 artists.
- Managed social media (Facebook, Instagram)
- Developed and implemented social media campaigns and a daily post schedule.
- Co-ordinated with manager to start an Instagram account and acquired 1000+ followers
- Displayed individual artists' work including window displays and redesigning the show floor for optimum visual and accessible displays.
- Redesigned window displays and exhibits monthly to maintain a fresh look.
- Provided excellent Customer service and ensured overall customer satisfaction
- Sales Transactions including using Square program, barcode scanner, and cash sales
- Provided training for up to 15 Volunteers to work in the Gift Shop

Customer Service Representative

Real Canadian Superstore 2018-2019
Cranbrook, BC

- Helped and directed customers to their desired products while making recommendations.
- Maintained product displays while executing programs and promotions.
- Worked with heavy products including boxes that weighed 25 kg.
- Safely and effectively used a variety of tools including RF scanners, box cutters, temperature readers, and both electric and unpowered pallet jacks.