**Kylie Larson**

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| **Highlights of Abilities** |

* Currently completing the final full semester of a **Bachelor of Communication and Digital Journalism** degree at **Thompson Rivers University**, majoring in **Public Relations** with a minor in **Law**.
* Four years of experience in the **service industry**, consistently delivering exceptional **customer service** and developing strong interpersonal and problem-solving skills.
* A strong passion for **legal studies**, with a particular interest in Family Law and issues to do with child protection.
* Skilled in **event planning and organization**, with a proven ability to co-ordinate and execute successful events, ensuring attention to detail and effective time management.

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| **Education** |

**Thompson Rivers University Kamloops, BC**

**Bachelor of Communication and Digital Journalism 2021-Present**

*Relevant Courses:*

Organizational Behaviour (A+) Managing festivals and events (A+)

Real Estate Law (B+) Employment Law (A-)

Interpersonal Communications (A-) Selected Topics Communications/PR (A-)

Environmental Law (B-) Organizational Communications (A+)

*Relevant Projects:*

On the management team for creating the “Rail Riot” a winter sports event for skiers and snowboards on TRU campus

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| **Work Experience** |

**YMCA-CYF Program – Child Care Provider**  
*Chilliwack, BC* • 05/2024 – 08/2024

* Supervised and ensured the safety and well-being of children in a nurturing environment while their parents were away.
* Organized and facilitated engaging, age-appropriate activities to foster learning, creativity, and social interaction.
* Promoted an inclusive and welcoming atmosphere, supporting children’s emotional and developmental needs.
* Communicated effectively with parents regarding their children's daily progress and any concerns.

**Pogue Mahone – Server**  
*Kamloops, BC* • 09/2023 – 04/2024

* Applied strong customer service and multitasking skills developed at Earls to provide exceptional service in a lively pub environment.

**Earls – Server**  
*Chilliwack, BC* • 08/2020 – 08/2023

* Consistently provided exceptional customer service in a busy restaurant setting, contributing to positive guest experiences.
* Skillfully handled multiple responsibilities, including managing reservations, processing to-go orders, and accurately informing customers of wait times.
* Built strong connections with guests and team members, demonstrating excellent communication and problem-solving skills.
* Maintained composure during high-pressure situations, ensuring efficient service delivery.

**Waterstone Law Group – Office Assistant**  
*Chilliwack, BC* • 05/2022 – 08/2022

* Performed a wide range of administrative tasks, including filing, copying, and organizing documents, ensuring operational efficiency.
* Professionally interacted with clients via phone, email, and in person, providing accurate information and excellent customer support.
* Managed front-desk responsibilities, including greeting office visitors, scheduling appointments, and notifying staff of arrivals.
* Assisted with special projects, ensuring deadlines were met and documentation was well-organized.

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| |  | | --- | | **Volunteer Experiences** |  * **Rail Riot** 2023   + Planned the event among others help, including creating timelines, managing budgets, and coordinating logistics.   + Collaborated with sponsors, vendors, and team members to ensure a seamless event experience.   + Ensured compliance with safety regulations and managed on-site issue resolution. * **Pride Days Volunteer – YMCA** 2024   + Assisted with organizing and facilitating community events celebrating diversity and inclusion.   + Supported event logistics and engaged with attendees to create a welcoming and positive atmosphere. * **Rodeo Volunteer** 2007 – Present   + Contributed to the successful operation of local rodeo events by assisting with setup, crowd management, and event coordination.   + Built strong relationships with participants and community members through consistent involvement and support. |

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| **Key Skills** |

* **Active Listener:** Strong ability to understand and address the needs and concerns of others, ensuring effective communication.
* **Punctual:** Consistently reliable and on time, meeting deadlines and schedules with precision.
* **Flexible and Adaptable:** Thrive in dynamic environments by quickly adjusting to new situations and challenges