

Kylie Larson

812 Columbia St. Kamloops, BC, V2C 2V6

Phone: (604) 819-4731

Email: Kylielarson97@gmail.com

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.

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

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.

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.

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