

KYRA WILLIAMS

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PROFESSIONAL PROFILE

- Conducted a successful marketing mix for non-profit group, Young Women in Business, as Co-Director of Marketing
 - Proficient in Microsoft Suite
 - Competed in ski racing across Western Canada and the Okanagan for five consecutive years
 - Through athletic and academic success, earned a highly sought after scholarship for the Ignite Athletic Development Program
 - Volunteered as part of a team at the Imani Home of Love Orphanage in Kenya, Africa
 - Strong aptitude in building positive work relationships by taking the time to actively listen and seek input from others.
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EDUCATION

UNIVERSITY OF VICTORIA, Victoria, BC

4th Year Bachelor of Commerce

Relevant courses: Financial Accounting, Managerial Accounting, Leading People and Organizations, Marketing, Business and Sustainability, Management Finance, Managing Information Systems, International Business

WORK EXPERIENCE

DEARBORN FORD, Kamloops, BC

May to September 2018

Reception/Office Assistant

- Established and managed the integration of an enhanced department-wide process for storing customer feedback data through the use of Excel software
- Effectively contributed to an improvement in overall customer satisfaction and business operation
- Demonstrated an exceptional ability to successfully complete administrative tasks in a timely and effective manner

MOXIE'S GRILL & BAR, Kamloops, BC & Victoria, BC

April 2015 to December 2017

Server

- Conveyed customer advocacy with a high sense of professionalism, increasing sales revenue and customer loyalty
- Prioritized tasks to ensure the highest levels of guest service in a fast paced environment
- Coordinated and communicated with host and kitchen teams to maximize the efficiency of guest service

SUN PEAKS ALPINE CLUB, Sun Peaks, BC

January 2014 to March 2016

Ski Coach

- As a coach and mentor for young athletes, I acquired a strong foundation in leadership, team-building, and effective time-based planning
- Exhibited a strong aptitude in articulating thoughts clearly through verbal and visual communication

COMMUNITY INVOLVEMENT

YOUNG WOMEN IN BUSINESS, Victoria, BC

September 2018 to April 2019

Co-Director of Marketing

- Worked closely with Events Executives to establish a strong campus presence and recognition with university students. Developed and executed a successful marketing mix of social media, online university forums, on-campus marketing resources, and advertising posters

IMANI HOME OF LOVE ORPHANAGE, Narok, Kenya

March 2018

Volunteer and Mentor

- Successfully completed tasks through collaborative goal-setting and innovative problem solving
- Successful completion of project-based duties within a specific time-frame, alongside care and mentorship of children and young adults

BCOM BUDDY EXCHANGE PROGRAM, Victoria, BC

September 2017 to April 2019

Student Mentor

- Mentorship of international students, therefore, obtaining a heightened level of intercultural sensitivity and knowledge of Chinese and European culture
- Represented an effective level of verbal, written, and visual communication to someone not fully fluent in the English language

SUN PEAKS ALPINE CLUB, Sun Peaks, BC

November 2012 to April 2015

Gate Keeper, Coursework, Scoreboard

- Established strong organizational and verbal and written communication skills within a team-based volunteer setting