

Lakyn Felix

LakynMPhotography@hotmail.com

613-229-1989

Highlights

- 7 years of customer service experience through various retail and volunteer organizations such as Rytec Printing, the Rideau Bakery, BangOn, Suzy Sheir, Cinnabon, Bed Bath & Beyond and Walmart.
- Smart Serve certified 2020
- Computer-literate with extensive knowledge of software covering a wide variety of applications such as JOOMLA, Quick books, Adobe Acrobat, Adobe Lightroom, Adobe After Effects, Adobe Dreamweaver, Adobe Photoshop, Adobe Premiere Pro, Adobe Illustrator & Adobe InDesign.

Administrative & IT Skills

- Read and respond to inquiries by email, phone and fax machine
- Operate various professional printers, scanners, laminating machines, cutters & folding machines
- Maintain Facebook and Instagram accounts and create websites on multiple platforms such as Shopify and Joomla.
- Manage mail couriers and packages being sent-out and delivered.
- Create designs and logos for customers in Adobe Photoshop, InDesign and Illustrator.

Customer Service Skills

- Creative problem-solver with great interpersonal skills who can generate workable solutions and resolve various issues on her own
- Excellent listener and communicator who can effectively convey information verbally and in writing
- Great at developing meaningful relationships with customers and staff
- Well organized with attention to detail as well as good interpersonal skills
- Ability to adapt to new situation and works well in team or independently

Work History

Lakyn M Photography	Photographer	2012 / Present
Rytec Printing	Customer Service/Designer/Web Administrator	2019 / 2020
Rideau Bakery	Customer Service /Baker	2018 / 2019
BangOn	Sales Representative/Graphic Designer	2017 / 2018
Suzy Sheir	Cashier/Sales Representative	2012 / 2013
Cinnabon	Key Holder/Cashier/Baker	2011 / 2013
Bed Bath & Beyond	Customer Service Associate	2009 / 2011
Wal-Mart	Customer Service Manager	2007 / 2009
Tim Horton's	Cashier/Baker	2005 / 2007

Post-Secondary Education

Algonquin College

Interactive Multimedia Development

Ottawa, Ontario

1st Year completed in 2011

Smart Serve Certified

May 2020

Volunteer Experience

Received the Governor General Award for her volunteer work

Photography for Riverside Festival	2015 - 2019
Photography for Valhalla Sound Circus	2012 - 2019
Photography for Glow Fair	2014 / 2017
Runway for HOPE Ottawa / Charity Fashion Gala for CHEO	2014 / 2017
Rock 'N' Roll for Wishes / Children's Wish Foundation	2014
Receptionist	2007

References available upon request