

NIKKI KHEIFETS



nikki_kheifets@hotmail.com



7788341339



Coquitlam, BC V3E 3H2

ABOUT ME

Personable and passionate independent artist with the ability to adapt quickly to new environments. Passion for finding solutions to challenges focusing in technology and creative matters with a calm and focused demeanor.

SKILLS

- Data management
- User Testing
- Wireframing & Prototyping
- Web user interfaces
- Studio
- InVision
- Sketch
- Photoshop
- Figma
- HTML, CSS, & basic Javascript

EDUCATION

Career Foundry

Online • 02/2020

Certificate: User Experience Design

Douglas College

Coquitlam BC • 04/2018

Associate of Arts: Future Teachers Program

WORK HISTORY

Gall Legge Grant Zwack LLP - Receptionist

Vancouver, BC • 04/2019 - Current

- Collected, sorted, distributed and sent mail and packages.
- Drafted List of Documents, Service Letters and Affidavits with efficiency and accuracy.
- Answered questions and addressed, resolved or escalated issues to management personnel to satisfy customers.
- Kept records in WorldOx to maintain client files and confidential data by entering and updating information.
- Removed and replaced malfunctioning components to correct hardware problems.
- Maintained and monitored server room, wireless network and other server infrastructure, keeping systems running effectively and efficiently.

The Keg Steakhouse Bar And Grill - Server

Vancouver, BC • 01/2017 - Current

- Worked with POS system to place orders, manage bills and handle complimentary items for dissatisfied customers.
- Monitored guests for intoxication and immediately reported concerns to management.
- Kept updated knowledge of menu and promotions, recommending specific items according to preferences and food allergies.
- Developed unique drink and cocktail offerings on monthly basis as part of seasonal offerings.
- Upsold menu items to customers, driving up per sale revenues and maximizing profits.

Kinder Kampus - Early Childhood Education

Port Moody, BC • 09/2017 - 04/2019

- Helped children take care of personal needs and maintain good hygiene.
- Promoted sensory development by providing access to different textures.
- Educated students in foundational concepts such as shapes, numbers and letters.
- Developed intervention plans based on established guidelines and individual needs.
- Helped students build skills to navigate typical academic and social situations.