



NIKKI KHEIFETS

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Objective

To bring my strong sense of dedication, motivation, and responsibility to a challenging position where I can solve problems in a creative and effective manner.

Skills and Qualifications

- Fluent in English and Russian
 - Education Assistant Certification: 2017, High Five Certification: 2013, Pro Serve: 2015, Serving it Right: 2010
 - Ability to work in a high stress environment, problem solve, and meet deadlines
 - Responsible, supportive team player, independent, and quick learner
 - User-Centered Design
 - End-to-end Design Concepts
 - Iterative Wire Framing and Prototyping
 - Usability and Preference Testing
 - Basic Coding with CSS, Javascript, and HTML
 - Microsoft Office: Word, PowerPoint, Excel, Outlook
 - Adobe XD, Photoshop, Gimp, Figma, Invision, Proto-io
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Education

UX Design Certificate: CareerFoundry CareerFoundry, Online Education	2019
Associate of Arts: Future Teachers Program Douglas College, Coquitlam Campus Coquitlam, BC	2017

Experience

Receptionist Administrative Assistant Gall Legge Grant Zwack LLP Vancouver, BC	April 2019 - Present
<ul style="list-style-type: none">• Data Entry• Expenses• Receiving and sending faxes• Legal Assistant work for all partners and associates	
Early Childhood Teacher's Assistant	September 2017 – April 2019

Kinder Kampus | Coquitlam, BC

- Behavior Intervention: Support with ASD in classroom
- Plan creative activities, projects, and crafts
- Promote engagement and involvement
- Design and create décor for the classroom
- Maintain high level of professionalism and calmness with all personnel, even in high-stress situations

Server | Bartender

January 2017 – July 2019

Keg Steakhouse Bar | Coquitlam, BC

- Responsible for large sum of money in bar cash register
- Create drinks for entire restaurant
- Serving guests, running food, and taking payments
- Train multiple new employees on proper food handling, guest expectations and restaurant protocols
- Identify items in stock for first use to decrease waste and reduce profit loss

Server/Bartender

September 2014 - December 2016

Shark Club Sports Bar & Grill | Victoria, BC

- Created drinks and serving large parties
- Cleaned multiple areas of facility ranging from windowsills and floors to storage areas and service refrigerators
- Applied safe food handling and optimal cleaning strategies to protect customers and maintain proper sanitation

References

Available upon request