



Kyle Levy

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Education

present Kingston, Canada	Mechatronics and Robotics Engineering, B.A.Sc., Queen's University GPA: 3.710 / 4.3
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Professional Experience

03/2020 – present Toronto	Photographer/Graphic Designer/Web Developer, Freelance Created digital marketing material, websites, headshots for staff, social media accounts and followings for various companies. Worked with many industries from industrial construction to a handmade soap company to album covers for musicians. This business was very adaptable to client needs and involved my constantly developing my skills and learning new ones as they were requested. Examples of my work are available upon request.
07/2019 – 06/2020 Thornhill	Office Administrator & Customer Service, PhysioActive ✉ Maintained and improved the operations of the company. This was done through working to maintain facilities, improve their digital presence through social media and web design, creating new workflows to more efficiently complete tasks and having good customer relations. This involved working with a lot of people from different aspects of the company which led to improved efficiency, better customer relations and better outreach online for advertising. I wore many different hats at the company because it was a small business which needed help in many areas.
09/2018 – 12/2018	Swim Instructor, Schwartz Riesman Center Aquatics ✉ Developed the swimming capabilities of my students. I worked with other instructors to coordinate classes, adjust the pacing of the term as needed and write lesson plans outlining the goals for the day. A long-term and short-term plan were drafted at the start of each session to see how we can progress each student to meet the requirements to pass the course. This experience sharpened my leadership and communication skills because working with children means you need to take charge and give easy to understand instructions. My classes had a pass rate of 100%.

Awards

2021	Dean's List, Queens University
02/2020	DECA International Competitor, DECA International ✉ Qualifier for the international DECA competition in Nashville, Tennessee