

Highlighted Skills

- Software: JavaScript, HTML5, CSS, React, Python and C++
- Music Production: Pro Tools, Logic Pro X, Waves, Fabfilter
- Interpersonal: Communication, teamwork, problem-solving, time management, client management, asset management

Work Experience

Quality Assurance Warehouse Assembly Technician BC Liquor Distribution Branch

August 2019-Present

- Performs daily quality audits and verifies reports and conditions of inventory and order-filling accuracy
- Effectively manages inventory by monitoring stock location orders, printing requests, and tracking inventory status and levels
- Accurately and efficiently processes over 800 units of outgoing orders and sales each day under tight timelines and pressure
- Provides excellent customer service by inspecting and processing damaged products in a timely manner and ensuring all items adhere to Quality Assurance policies and procedures

Audio Engineer

January 2019-Present

Music Production Freelance

- Demonstrates proficiency in the latest music production software and technologies, ensuring meticulous shaping and refinement of tracks. This approach highlights a commitment to excellence in sound production and a passion for creating impactful music.
- Perform live audio mixing and engineering during weekly worship services at Coastal Church in Vancouver
- Skilled in crafting emotionally engaging tracks by combining a thorough understanding of music theory with advanced production tools. Dedicated to refining every composition aspect, resulting in music that is not only exceptional in sound quality but also deeply connects with listeners.

Floor Manager

July 2017-May 2019

Reigning Champ

- Exceeded profitability expectations and targets by periodically reviewing financial data, meeting corporate loss prevention measures, and motivating my team to deliver exceptional brand experience to our customers
- Consistently delivered outstanding customer experience by setting expectations, executing company's core values, and appropriately resolving customer complaints
- Provided training, support and mentorship to all sales associates to strengthen team dynamics and to increase sales and productivity

Kyle Pavan

1627 Greenmount Avenue, Port Coquitlam BC V3B 2S4 ☐ 778-994-5443 ☐ kylepavan1@gmail.com

MIT (Manager in Training)

July 2015-July 2017

Champs Sports

- Managed the logistics and inventory of store products, and created visual merchandising displays and campaigns
- Consistently exceeded sales goals and targets by going above and beyond and delivering exceptional customer experience

Football Coach

2011-2013 and 2015 Seasons

Terry Fox Ravens

Terry Fox Secondary School's Senior and Junior AAA football teams

- Responsible for developing defensive game plans and schemes for the players

Education

Music Technology Diploma Program

January 2016-December 2018

- *Douglas College, New Westminster*

Business Administration

January 2010-December 2016

- *Douglas College, Coquitlam, New Westminster*

General Studies

August 2009-December 2010

- *Vancouver Island University, Nanaimo*

Interests

- Technology, Web development/coding, Fishing, Crabbing, Astrophysics