

YEE KIE EDITH KWAN

OPEN WORK PERMIT HOLDER, AVAILABLE IMMEDIATELY

Motivated graduate with strong customer service experience and excellent communication skills, seeking a Cashier position to leverage my teamwork abilities and contribute to an organized, efficient store environment.

VOLUNTARY EXPERIENCE

RESIDENCE COMMITTEE CHAIR, UNIVERSITY OF CALGARY

2022 - 2023

- Led weekly meetings and collaborated with ambassadors to generate event concepts.
- Planned and organized engaging events to foster student community involvement.

ORIENTATION LEADER, UNIVERSITY OF CALGARY

2022 - 2023

- Guided first-year students through campus orientation, providing tours and addressing queries.
- Created visually appealing posters using diverse design tools and color schemes to promote faculty events.

FRONT DESK AMBASSADOR, DANCE CODE CALGARY

2021-2022

- Greeted and assisted studio customers, facilitating inquiries and class registrations.
 - Maintained studio cleanliness and organization before and after classes.
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EDUCATION

BACHELOR OF FINE ARTS IN VISUAL STUDIES

University of Calgary, 2021-2024

ONTARIO SECONDARY SCHOOL DIPLOMA (OSSD)

Delia School of Canada, 2016-2019

CONTACT

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(587) 968-6859

Hamptons, Edmonton, Alberta

SKILLS

- Proficient in Adobe Creative Suites (Photoshop, Illustrator, Premier Pro, InDesign)
 - Microsoft PowerPoint
 - Excellent communication and interpersonal skills
 - Strong ability to collaborate effectively in team settings
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LANGUAGES

- Cantonese (Native)
- English (Professional Proficiency)
- Putonghua (Elementary Proficiency)