

Kyle Kopic

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SUMMARY:

WORK EXPERIENCE

Fikse Wheels Ltd. **Nov 2023-Present**
Warehouse/Labourer | Surrey, BC

- Parts Organization, Inventory management, Administration, Detailing vehicle fleet, Social Media.
- Database entry, Assistant, Bookkeeping, Part Prep, Delivery, Shipping, Photography.

Enmian Financial Ltd. **Sept 2023-Present**
Assistant | Maple Ridge, BC

- Responsible for write ups on stocks, Market news, Meal planning, Investing guidance.
- Management, Delivery, Day to Day planning, Research & Analysis, Pickup and Dropoff.

Wendel's Bookstore & Cafe **May 2022-June 2023**
Dishwasher | Fort Langley, BC

- Washing Dishes, Organization, Food Prep, Cleaning, Serving, Teamwork.
- Processing orders, Inventory Management, Day to Day Tasks, Hospitality, Fast Paced.

Trading Post Eatery **July 2022-May 2023**
Kitchen Porter | Fort Langley, BC

- Processing Orders, Washing Dishes, Food Prep.
- Fast Paced, Cleanup, Presentation Skills, Teamwork.

Nextgen Integrated Systems Inc. **2017-Oct 2023**
Labourer | Surrey, BC

- Crate Making, Forklift Operation, Washing, General Help, CNC, Painting, Cleanup, Organizing, Photography.

EDUCATION

Walnut Grove Secondary School, Langley, BC **Grad 2023**
Most Active Award, 2019 | BC Winter Games, 2020 | Video & Photo Club

SKILLS

1 Year Forklift experience	Database entry	Administration	Digital Skills
Excel, Documents	Video & Photography	Parts delivery	Parts receiving

Proficient: Photography, Social Media, Investing Portfolio
Intermediate: Management, Adobe Premiere Pro, Adobe Lightroom
Familiar: Purchase Orders, Invoices