

RILEY SKY

CONTACT

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SKILLS

- Microsoft Platforms
- Google Platforms
- Research and Analytical
- Skills Intuit Profile Tax Software
- Critical Thinking
- Data Management
- Teamwork
- Communication
- Customer Service
- Marketing

EDUCATION

University of Waterloo, Honours
BA Psychology

- 2020-2024
- Minor in sociology

Blyth Academy Etobicoke

- 2018-2020
- Valedictorian

VOLUNTEER WORK

- Volunteer Animal Rescues - Costa Rica
- Volunteer IS Foundation - Canada, Austria, Barbados
- Volunteer U LABS - Canada

ADDITIONAL EXPERIENCE

Various freelance brand ambassador jobs including liquor and product sampling, bottle service, serving, bartending, product promotion, event help, and more

REFERENCES

Available Upon Request

WORK EXPERIENCE

Bartender: Cabana Pool Bar, Toronto

Summer 2025

- Ensured the bar was stocked with all necessary items to create drinks for customers.
- Tracked product sales data using POS system to assist management in making decisions about future orders.
- Collaborated closely with other bartenders and servers throughout shifts to provide exceptional service.
- Handled cash transactions accurately and balanced daily sales reports.

VIP Bottle Service: Grand Bizarre (Now "FYE Ultra Club") - Toronto, Canada

05/2023 - 05/2025

- Delivered premier bottle service to VIP guests in a luxurious, high-end nightlife setting.
- Promoted and upsold high-value bottles and exclusive brand offerings, enhancing the guest experience.
- Coordinated bookings for private and corporate events, including high-profile clientele.
- Communicated effectively with other team members to ensure smooth operations and planning on shift.

Bartender: Pin Up - Waterloo, ON

10/2023 - 05/2024

- Greeted customers and provided excellent customer service in a fast-paced work environment.
- Monitored guests' alcohol consumption levels to prevent over-intoxication or underage drinking.
- Reviewed stock levels on a regular basis to ensure adequate availability of products for customers' needs.
- Maintained accurate records of daily transactions including cash register receipts, liquor inventories and sales reports.
- Explored innovative ways to reduce wastage and improve profitability while maintaining customer satisfaction rates.
- Counting tills after close, and accurately reporting all sales numbers to the GM.

Administrative Assistant: Klingler Associates, Toronto

2016-2024

- Handled administrative duties in support of 4 senior accountants
- Ensured smooth and efficient operational flow by greeting clients, directing phone calls, responding to emails, scheduling clients and maintaining accurate account calendars
- Supported senior accountants with administrative duties, showcasing my organizational and multitasking skills, crucial for managing client information and records in a clinical environment
- Maintained and managed filing system and sensitive documentation
- Handled and documented cash payments and electronic transfers
- Multitasked in fast paced, demanding environment and provided exceptional customer service increasing client satisfaction and retention

Brand Ambassador: Pickle Creative Agency, Ontario*Summer 2023*

- Organized and facilitated dynamic in-store events, effectively distributing samples and creating a delightful customer experience.
- Travelled across Ontario to promote new products for our clients & spread brand awareness
- Effectively adapted to diverse environments and engaged with a wide range of audiences.
- Travelled to various work locations to visit and support colleagues, and to address any concerns or challenges they encountered.

Administrative Assistant, Klingler Associates - Toronto, ON*01/2016 - 01/2021*

- Handled confidential documents in an organized fashion according to established protocol.
- Multitasking involves managing four head accounts, planning calendars, meetings, and other day-to-day office tasks.
- Assisted customers with inquiries related to their accounts, including payment status updates and other issues.
- Processed payments for customers in a timely manner, ensuring that all deadlines were met.

Event Coordinator Intern, Autism Speaks Canada - Toronto, Canada*05/2022 - 08/2022*

- Collaborated with internal team members on event logistics, including catering, audiovisual needs, transportation, and accommodation arrangements.
- Maintained accurate records of expenses related to each event.
- Assisted in the development of marketing materials and social media campaigns to promote events.
- Assisted with the development of strategies for recruiting volunteers.