

Sydney Fairlie

Address, Kamloops BC, V2E 1M5

sydneyfairlie@gmail.com – Phone

SKILLS

- Microsoft Office (Word, Excel, Outlook) - system used for one year as legal assistant.
- Strong Communication - achieved through 3 years of serving and reporting.
- Attention to detail - reviewing and polishing legal documents.
- Time Management - accomplished by obtaining work experience during university.
- French (advanced) - Dual Dogwood Certification

PROFESSIONAL EXPERIENCE

Denham Law Office, Kamloops BC — *Legal Assistant* 2023

- Managed confidential client files
- Created, corrected, and polished documents with Microsoft Office platforms

Earls Restaurant, Kamloops BC — *Busser, Host, Server* 2020

- Delivered exceptional guest experiences
- Managed a 7-10 table section

Student Reporter - Kamloops, BC 2022-2026

- Conducted interviews with peers, TRU staff, and Kamloops residents

EDUCATION

Thompson Rivers University - Kamloops, BC 2026

Bachelor of Digital Communications and Journalism

South Kamloops Secondary School - Kamloops, BC 2022

- Dual Dogwood Certification
- Graduating Class Valedictorian

VOLUNTEER EXPERIENCE

Microbiology Outreach Foundation - Kamloops, BC 2024

- Conducted biology learning sessions with elementary students
- Website design and blog writing using Hostinger and WordPress softwares

Wendy's Dreamlift Day, Sunshine Foundation - Kamloops, BC 2017

- Supported fundraising efforts to send children with severe medical conditions to a once-in-a-lifetime Disneyland trip
- Assisted with customer service, promotional activities, and restaurant operations

Wildfire Emergency Support Services - Kamloops, BC 2016

- Provided frontline support to evacuees
- Donated home goods and food items

REFERENCES

Cindy Humphrey, Owner

Earls Restaurant, Kamloops

Phone number, email

Samantha Ferguson, General Manager

Earls Restaurant, Kamloops

Phone number, email

Lisa Denham, Owner and operator

Denham Law Office, Kamloops

Phone number, email

Manuel Centeno, Founder and operator

Microbiology Outreach Foundation, Kamloops

Phone number, email