

# Risa Pallister

West Kelowna, BC

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## OBJECTIVE

Willing to utilize my extensive skills and training for part time employment. Experience stepping into roles and quickly making positive changes to drive company success. Focused on providing my best, creative work.

## KEY SKILLS

- Self-motivated and driven
- Time management
- Dependability
- Adaptability
- Excellent computer knowledge with quick understanding with new programs.
- Proficient in Word, Adobe Acrobat, Adobe Indesign, Canva and Wix.

## WORK EXPERIENCE

### Owner/Graphic Designer

#### Vibe Designs – Graphic & Web Design Service

Feb 2022 – Present

- Create social media graphics for marketing.
- Develop websites and provided maintenance services.
- Design E-Books, posters, ads, apparel, and logo designs.
- Communicate with clients and handle customer service.

### Owner/Personal Trainer

#### Arise Lifestyle - Online Coaching Business

Feb 2017 – Present

- Maintain website and social media.
- Facilitate client onboarding.
- Create social media graphics for marketing.
- Build custom training and nutrition programs.
- Manage over 60 clients monthly
- Ensured the clients received consistent, exceptional service.

### Food and Beverage Manager

#### The Rise Golf Course - Vernon, BC

April 2017 - October 2021

- Hired, trained, scheduled, and supervised staff.
- Managed inventory and placed food, liquor, and supplies orders; counted inventory monthly.
- Provided graphic design services and designed food menus, wine lists, daily special posters, event posters, and social media graphics.
- Organized events.

## EDUCATION

Graphic & Web Design Diploma  
ISSA Certified Personal Trainer

CDI College  
ISSA

Calgary AB  
USA

Graduating November 2022  
February 2017