VASYLYNA VOLYNETS

Terrace, BC | 709-280-4293 | vasylyna198@gmail.com | pylypivna.com

OBJECTIVE

Seeking an entry-level administrative support position, bringing experience coordinating bookings, communicating with clients, organizing digital files and managing independent projects.

SKILLS

- Scheduling and Coordination | Arrange photography appointments, plan sessions, and coordinate project details.
- Written Communication | Respond to client questions and share booking, preparation and delivery information by email and message.
- Organization and Time Management | Plan work independently, organize tasks, and complete projects to agreed timelines.
- Digital File Management | Organize, edit, store and deliver digital photographs, and maintain an online portfolio.
- Customer Support | Discuss client preferences, answer questions, and clarify expectations before sessions.
- Website Management | Maintain a personal photography website and update portfolio content.
- Workshop Planning | Planned and delivered two mobile photography workshops for groups of eight participants.
- Attention to Detail and Problem-Solving | Review finished work, check files, and adapt arrangements when plans change.

WORK EXPERIENCE

Self-Employed Photographer | Ukraine and Canada | 09/2020-04/2026

- Coordinated photography bookings, session preparation, and communication with clients.
- Maintained a portfolio website, organized client photographs and project files.
- Edited and delivered completed digital photographs to clients.
- Planned and facilitated two mobile photography workshops for women.

EDUCATION & TRAINING

Bachelor's Degree, Entrepreneurship, Trade and Exchange Activities |

Kherson National Technical University | *06/2025*

Adult English Studies | *Coast Mountain College* | *01/2026 - Present*

Youth Employment Skills Strategy (YESS) | *Employment Readiness Training* | *09/2026 – Present*

ADDITIONAL INFORMATION

Valid BC Class 5 Driver's Licence | Ukrainian: Native | English: Intermediate (currently studying)