

2046 Robson Place
Kamloops BC, V2E 0A5
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Donia El Khoury

SKILLS

- Communication
- Attentive in high paced environments
- Problem Solver
- Proficient in Microsoft Office (Word, Excel)

EXPERIENCE

Valleyview Mini Storage, Kamloops BC – Office Assistant

March 2025

- Managed front desk operations and maintained accurate rental records
- Operated POS system and processed payments and check ins/ check outs
- Supported daily office tasks including filing, data entry, and inventory management
- Handled customer inquiries professionally via phone and email

Creamery, Monrovia Liberia – Cashier

June 2022 – November 2022

- Delivered efficient and friendly customer service in a fast-paced environment
- Managed cash register operations and processed returns/exchanges
- Kept checkout area organized, and shelves stocked
- Resolved customer issues with professionalism and care

EDUCATION

Thompson Rivers University, Canada – Early Childhood Diploma

September 2024 – April 2026, Kamloops BC

Sa-Hali Secondary, Canada – High School Diploma

February 2023 – June 2024, Kamloops BC