

# CHATTY KIYOKO

Bilingual client service and administrative professional with hands-on experience in high-volume front-desk, recreational, and organizational roles. Skilled in managing communications, coordinating schedules, and maintaining smooth operations. Adept at using digital tools, handling transactions, and delivering professional, client-focused experiences.

## CONTACT

873-988-0015

[chattykiyoko@gmail.com](mailto:chattykiyoko@gmail.com)

## SKILLS

Organization and  
scheduling  
Empathetic  
Creativity  
Strategic Thinking  
POS Systems and Digital  
Tools  
Communication

## EDUCATION

University of Ottawa  
**2023 – Present**  
Honors BA in  
Communication

## CERTIFICATIONS

Standard First Aid &  
CPR/AED Level C

## WORK EXPERIENCE

*Church Administrative Assistant – ANFGC Gatineau*

**February 2024 - Present**

Provide administrative support to the Pastor and Youth Minister by managing calendars, scheduling meetings and coordinating phone calls. Draft and send emails, messages and correspondence to church members and external contacts. Maintain records, write reports and support event planning and church activities. Actively contribute to the smooth operation of church programs by demonstrating reliability, organization and attention to detail.

*Client Services Attendant – uOttawa in Sports & Recreation Sector*

**September 2024 - Present**

Serve as the first point of contact for clients in a fast-paced recreational setting, delivering courteous, bilingual service across all channels. Process transactions and memberships using POS software, promote relevant services, and ensure all equipment and materials are efficiently prepared and returned.

*Recreational Activity Supervisor – Soccer - uOttawa*

**Jan 2025 – April 2025**

Coordinated weekly field operations for recreational soccer, managing low, safety. And equipment. Ensured smooth set-up and takedown of all materials whilst providing clear, timely communication to participants and staff.

*Camp Counsellor – Gee-Gees Camps*

**Summer 2024**

Supervised youth aged 5-17 in a dynamic camp environment, facilitated daily activities, oversaw transitions between facilities, led check-ins, and contributed to a fun, inclusive atmosphere built on trust and team spirit.