**Anthony Chang**

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Team Builder - Resourceful - Team Player - Competitive - Leader - Problem Solver - Tenacious - Continuous Learner Process Driven - Innovative - Strategic Thinker - Logical - Persistent - Entrepreneurial – Attention to detail

Availability: August, 5th 2017, Weekends

**Highlights of Qualifications**

* Highly intuitive, self-starter who is organized, disciplined and goal-oriented
* Proven ability to work and manage effectively in high pressure team-based environments
* Extensive knowledge in all Microsoft Office Suites and high level computer troubleshooting
* Proficient in business case analysis and the use of appropriate research methodology
* Strong academic performance in: Accounting, International Marketing and Managing Business Performance

**Education**

2013 **Bachelor of Business Administration (BBA) – International Business Management**

Conestoga College, Kitchener, Ontario

* Double major in business operations and human resources
* Applied business knowledge, skills and abilities in a food service setting during co-op

2010 **Certified Professional Trainers Network – The Art & Science of Personal Training**

Conestoga College, Kitchener, Ontario

* Achieved knowledge in disciplined procedural training of clients in order to reach physical goals

**Work Experience**

2016 – 2017 **Facilities Coordinator** (1 year)

Cushman & Wakefield

* Daily operations: managing meetings and events, access for guests and employees, reception
* General maintenance, cleaning and replenishing in an office environment
* Shipping and receiving of packages, domestic and international
* Purchasing office supplies and food and beverages on weekly and monthly basis
* Organize facilities related projects such as adding cubicles, electrical, irrigation and networking
* Preventative maintenance for HVAC, kitchen appliances, back-up generators, UPS systems, printers
* Main contact for facilities services (pest control, plumber, electrician, HVAC, janitorial, etc.)
* Maintaining an updated floor plan incorporating employee moves, added rooms and cubicles
* Upholding policies and procedures pertaining to facilities initiatives
* General facilities related repairs in plumbing, electrical, kitchen appliances, cubicles, electronic troubleshooting, HVAC settings, noise complaints and general facilities equipment

2015 – 2016 **Facilities Coordinator** (2 years)

Blue Coat Systems Canada Inc.

* Coordination of social events, catering, luncheons and meetings for all departments
* Shipping and receiving of packages, domestic and international
* Manage visitors, couriers and badge access of office doors
* Account payable department coding, invoice scanning and payments
* General maintenance, cleaning and replenishing in an office environment
* Main contact for facilities services (pest control, plumber, electrician, HVAC, janitorial, etc.)
* Purchasing office supplies, weekly/quarterly groceries and company swag
* Skyjack operator and health and safety committee member, first aid certified

2012 - 2015 **Retail Supervisor** (3 years)

Aramark, Waterloo, Ontario

* Managed employees and resources to achieve the most efficient outcome in a fast pace and dynamic food service environment (management of seven franchises)
* Responsible for cashier break relief; trained on all POS and cash handling procedures including cash reconciliation and balancing floats
* Upholding uniform and food handling policy throughout food court with attention to detail within unit audits as per station requirements
* Understanding and upholding a consistent standard of Customer Service
* Responsible for health and safety checks

2006-2014 **Food Service Worker** (8 years)

Wilfrid Laurier University, Waterloo, Ontario

* Training and developing student employees in multiple stations across the dining hall
* Cooking many different cultured dishes to satisfy students specifications
* Catering for many events held at multiple locations in Wilfrid Laurier University

**Volunteer Experience**

2016 Organized Operation Christmas Child Work Team for Blue Coat Systems, Samaritan’s Purse

2015 Organized Operation Christmas Child Work Team for Blue Coat Systems, Samaritan’s Purse

2007 Manager of clean-up Crew for Earth day picnic, Toyota Motor Manufacturing Canada Inc.