

Xinde | Steven Sui

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Ambitious and Reliable professional who graduated from Real estate management and evaluation program, also diploma in Business administration finance. Well organized with time management, good at high-paced environment and adaptable personality lead to fit in a teamwork environment with staffs and management. Over ten year of experience in a customer related service accomplished a multitasking skills and a high functioning task taker.

- Flexible, reliable and adaptable
- Organized and customer focused person
- Team worker, initiative, and able to work independently
- Verbal communication skill (translating English to Chinese)
- Knowledge of MS Office, Adobe Photoshop, Adobe Illustrator, Final Cut Pro, DaVinci Resolve
- Two years of photography experience

Work Experience

Sushi Chef

Japonais Windermere - Edmonton, AB

May 2023 to Present

- Follow the order list to plan the schedule.
- Set up workstations and ingredients.
- Maintain a clean and organized workstation, including sanitizing surfaces and taking out the trash.
- Ensure that all grab-and-go food items are correctly stored.
- Knowledge of health and safety in a kitchen
- Knowledge of basic knife skills
- Communicate with the server regarding customer's in case of allergy

Sushi Chef

Bento Nouveau - Edmonton, AB

September 2021 to January 2023

- Follow the Daily Plan Record to schedule a daily production and set up workstation and prepare ingredients
- Work with other chef and training new staffs regarding the health and food safety procedure
- Filling in safety and temperature log for health inspection
- Maintenance a clean and organized kitchen

Graphic Designer

Dalian Junsheng Media Co., Ltd - DaLian, LiaoNing

September 2015 to December 2016

- Responsible for assigned task: creating advertisements, banners, and posters
- Defining client's requirements, visualizing and creating graphic design via Adobe programs
- Represent a draft proposal and modifying the design to meet the client's expectations

- Transfer the final design to the Printing department
- Inspecting the final printed product and after installation

Loan Officer

Youzhong Credit Financial Information Service (Shanghai) Co., Ltd - DaLian, LiaoNing
December 2014 to July 2015

- Assess the incoming applications and documents
- Evaluate client's financial status, credit history and references
- Examine and recommend the approval or rejection of loan application
- Prepare the statement letter for unpaid or overdue accounts
- Negotiate repayment terms with clients and refer to loan collectors when necessary

Real Estate Consultant

YiDa - DaLian, LiaoNing
July 2014 to November 2014

- Responsible for finding potential clients
- Greeting the visitors, arranged appointments for customers
- Memorized the property's specialized details and elaborated to the clients
- Deploy the sales communicate skill to induce client's purchase and make a cold call to the potential customers

Education

Diploma in Business administration Finance

NAIT - Edmonton, AB
September 2018 to March 2021

College diploma in Real estate management and evaluation

Dalian Ocean university - DaLian, LiaoNing
2011 to 2014

Skills

- Graphic Design
- Adobe Photoshop
- Adobe Illustrator
- Final Cut Pro
- Microsoft Word
- Microsoft Excel
- Photography
- Video Editing