

Ka Wai CHOW (Peter)

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EXPERIENCE

Operations Associate **11/18/2024 – 02/22/2025**

Rapid Retail Canada Inc

- Picking and Packing grocery orders
- Stocking receivables and manage inventory
- Maintaining cleanliness and organization of warehouse

Processing Associate – Specialty **03/25/2024 - 11/17/2024**

Homeward Trust Edmonton

- Greeting donors and handle inquiries about donation
- Sorting and cleaning items received for housing support
- Assembling and repairing used furniture
- Moving furniture to designated areas
- Maintain cleanliness of warehouse

EDUCATION

Lingnan University, Hong Kong **09/2013 - 08/2017**

Bachelor of Business Administration; Major: Accounting

CERTIFICATES

Standard First Aid & CPR/AED level C (Canadian Red Cross No: 105359871)
Food Handler Certificate (FoodSafetyTraining.ca ID: 98077509)
ProServe (AGLC registration#: 1712319316)
WHMIS 2015
CSTS 2020

SKILLS

Proficient in Excel (PivotTable, VLookup, etc), Word, PowerPoint & Outlook

Fluent in English, Mandarin & Cantonese

Class 7 Driving License