

FERRY XAVERIUS

Edmonton, AB | 780 659 8018 | ferrychubs@gmail.com

HIGHLIGHTS OF QUALIFICATIONS

Over 5 years of experience in Human Resources and Business Management
Strong skills in communication and teamwork
Proficient in computer skills including Microsoft Office
Organized, attentive to detail, flexible
Hardworking, eager to learn, responsible, able to work under pressure
Languages: English (fluent), Indonesian (fluent) and Mandarin (intermediate)

EDUCATION

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|---|-----------------------|
| Business Administration Diploma – Human Resources NorQuest College, Edmonton, AB | Jan 2022 – April 2023 |
| Chinese Language Studies Ningbo University, China | Mar 2013 – Jan 2014 |
| Bachelor's Degree in Information Technology President University, Cikarang, Indonesia | Sep 2008 – Mar 2012 |

EXPERIENCE

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| Coco Fresh Tea & Juice Assistant Store Manager | April 2024 – March 2025 |
| <ul style="list-style-type: none">Supervise and coordinate daily food service operations, including kitchen staff and food preparation activities.Ensure compliance with food safety regulations and maintain high standards of cleanliness in the kitchen and dining areas.Train, mentor, and evaluate staff performance, providing guidance on best practices in food handling and customer service.Manage inventory levels, order supplies, and ensure proper storage of food items.Assist with menu planning and development, ensuring offerings meet customer preferences and dietary needs.Handle customer inquiries and complaints professionally to ensure satisfaction.Collaborate with management to implement operational improvements and enhance overall efficiency.Conduct interviews for new hires and participate in the onboarding process for new team members. | |
| Line Picker Warehouse Silent – Aire, Edmonton, AB | May 2023 – April 2024 |
| <ul style="list-style-type: none">Fulfill requests for materials required for the production line promptly and accurately | |

- Regularly check and monitor stock levels of essential materials to ensure adequate inventory
- Participate in inventory audits and cycle counts to maintain inventory accuracy and integrity

Team Member (Part-Time)

Jan 2022 – Jan 2024

Tim Hortons, Edmonton, AB

- Managing and training new team members
- Providing excellent customer service experience
- Taking orders and ensuring accuracy for the customer
- Clean and maintain equipment and follow all policies and procedures

Garde Manger (Part-Time)

May 2022 – Dec 2022

Chop Steak House, Edmonton, AB

- Responsible for preparing Salad, Appetizer, and Dessert Menu
- Focus on the artistic presentation of cold dishes, creating visually appealing and delicious plates
- Stock and organize the walk-in refrigerator, ensuring proper food storage and labeling
- Maintain a clean and sanitary kitchen, adhering to food safety and sanitation guidelines

Owner | Human Resources Manager

Jan 2017 – Dec 2021

Yukika Clothing Manufacturer, Indonesia

- Recruited, hired and managed over 20 employees over 4 years
- Controlled the process of clothing production from start to finish
- Engaged in the design, cutting, and sewing of garments from fabric
- Operated both retail outlets and online selling
- Planned, directed, and coordinated the manufacturing of products in compliance with company goals and objectives
- Established and controlled conditions of production to satisfy customer and quality specifications

Human Resources | Sales | Operations Manager

Aug 2015 – Dec 2016

Mega Makmur Construction Supplier, Indonesia

- Managed human resources, sales and operations departments for a small company
- Hired, trained and supervised 10 employees
- Developed policies and procedures, and ensured compliance
- Provided and sold the building construction material
- Supervised the entire operation of the production
- Provided consultation on any related building construction

Marketing Sales Executive

Nov 2014 – July 2015

Alfa Goldland Realty, Indonesia

- Sold properties such as houses, apartments, and commercial buildings
- Provided guidance and assisted sellers and buyers in marketing and purchasing property under the most advantageous terms

CERTIFICATIONS

- Alberta Food Safety Certification

Reference

Available upon request