

# FERRY XAVERIUS

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Edmonton, AB | 780 659 8018 | [ferrychubs@gmail.com](mailto: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

### **Business Administration Diploma – Human Resources**

Jan 2022 – April 2023

NorQuest College, Edmonton, AB

### **Chinese Language Studies**

Mar 2013 – Jan 2014

Ningbo University, China

### **Bachelor's Degree in Information Technology**

Sep 2008 – Mar 2012

President University, Cikarang, Indonesia

## EXPERIENCE

### **Coco Fresh Tea & Juice**

April 2024 – March 2025

Assistant Store Manager

- 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**

May 2023 – April 2024

Silent – Aire, Edmonton, AB

- 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