

☎ 226-791-3705

✉ petrie1437@gmail.com

📍 Kitchener, Ontario

EDUCATION

PRESENT

University of Waterloo: GBDA Global Business & Digital Arts

- Task management, collaboration, and problem-solving

2020 - 2024

Resurrection Catholic Secondary School

- Ontario Secondary School Diploma
 - Ontario Scholar Award
-

CERTIFICATIONS

Smart Serve Certification

- Smart Serve Full Online Training Program

OpenTable Academy Certification

- Advanced Training Program

Specialist High Skills Major Arts & Culture (SHSM)

- CPR & AED Certification
- Conflict Resolution Training
- Customer Service Training

XAVIER PETRIE

WORK EXPERIENCE

MAY - PRESENT

Host - Madrina Bar y Tapas: Toronto Distillery District

- Welcomed guests and created positive first impressions at an established destination in Toronto.
- Upheld Michelin-recommended service standards through attention to detail.
- Managed OpenTable reservations and efficiently organized seating during peak hours.
- Supported servers and kitchen staff by coordinating smooth guest flow.
- Maintained restaurant standards through table resets, washroom checks, and cleanliness upkeep.

2025

Registration Officer - Federal Elections Canada

- Provided efficient, professional service to large volumes of voters under tight timelines.
- Resolved documentation issues quickly, ensuring accuracy and voter satisfaction.

2023 - 2024

School Board Trustee - Waterloo Catholic District School Board

- Represented 40,000+ students, engaging with diverse stakeholders to address concerns and provide solutions.
- Delivered clear, professional presentations to trustees, staff, and community members.
- Organized and led meetings with strong attention to detail and time management.
- Built strong interpersonal skills by balancing competing priorities in a high-responsibility role.

2022 - 2023

Assistant House Manager - St. Jacobs Country Playhouse Theatre (Co-op)

- Coordinated guest services and supervised a team in a high-traffic environment.
- Delivered clear, professional communication with patrons and staff.
- Adapted to fast-changing needs while maintaining excellent service.