



ANIKA XU

📍 Burnaby, BC V5J 2L1

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PROFESSIONAL SUMMARY

Seeking to leverage customer service experiences, communications skills and professional expertise to grow in new role of baking and pastry position in the field. Well-qualified culinary professional adept at creating dough, ice creams, sorbets and pastries that delight diners. Excellent multitasking and communication skills.

SKILLS

- Managerial finance
- Personal Finance
- Pastry Preparation
- Icings and fondant
- Management
- Holiday baking
- Employee training
- Cake decorating
- Customer service
- Human resource management
- Recruitment / Human Resources

EDUCATION

- **Diploma of Baking and Pastry** 12/2021
La Salle College , Vancouver, BC
- **Bachelor of Business Administration | Human Resources Management** 09/2017
Kwantlen Polytechnic University
- **Diploma of Business Administration** 05/2012
Simon Fraser University, Burnaby, BC
- **High School Diploma** 12/2009
Trinity Lutheran College

WORK HISTORY

- **Baker, Breka Bakery | Vancouver** 10/2021 to CURRENT
 - Assisted bakers to complete tasks.
 - Prepared ingredients.
 - Assembled cakes.
 - Teamworking with co-workers to complete tasks.
- **STORE MANAGER** 08/2016 to 01/2019
Jugo Juice | Vancouver
 - Assisted store owners with screening, interviewing applicants.
 - Posting job advertisements and selecting appropriate applicants.
 - Prepared weekly schedule for co-workers.
 - Provided constructive feedback to co-workers.
 - Dealt complaints through communication skills.
 - Provided training to existing employees.

WEBSITE,
PORTFOLIO,
PROFILES

FINANCE MANAGER ASSISTANT

06/2010 to 07/2013

Bank of China | Canada

- Assisted customers with daily transactions and account inquiries.
- Assisted business with daily transactions and follow-ups.
- Research on new products and develop budget plan for particular products.
- Organized presentations for launching new products.
- Communicated with business owners overseas.

- <https://www.lcieducation.com/en/portfolios/students/64748.aspx/#fndtn-projects>

- <https://ca.linkedin.com/in/anika-xu-719096109>