

CARYL CHUA

PROFESSIONAL SUMMARY

A dedicated second-year baking student at Humber's Baking and Pastry Arts Management Program.

EXPERIENCE

Scheduling Assistant JAN 2022 - JAN 2023

Dahl Valve, Mississauga, ON

- Assisting the development and maintenance of production schedule for machinery to support the flow of 7000+ valves per week
- Analyze production data to identify bottlenecks and areas of improvement in the scheduling process
- Communicate scheduling changes with relevant stakeholders
- Strong awareness of customers and ship dates to ensure timely delivery

Assembly Leadhand FEB 2020 - JAN 2022

Dahl Valve, Mississauga, ON

- Organize and supervise a team of 25 operators to ensure all tasks are completed on time while maintaining quality standards
- Maintain a safe work environment, ensuring all safety procedures are followed
- Co-ordinate with other departments to resolve issues
- Daily communication with upper management to provide clear updates on progress and identify issues

Assembly Operator MAR 2019 - FEB 2020

Dahl Valve, Mississauga, ON

- Assemble up to 1000 plumbing products according to established specifications and procedures
- Operate and maintain assembly equipment and machinery
- Packaging and labeling 3000+ products as required
- Record production data, such as total products produced, scrap and defects

Supply Staff JUNE 2017- MAR 2019

Mini-Skool - Mississauga, ON

- Work with a team and supervise a class of up to 24 students
- Plan and implement developmentally appropriate activities for children
- Create a safe and welcoming learning environment
- Provide attention and support to each child, including those with diverse needs and abilities

EDUCATION

Baking and Pastry Arts Management JAN 2022 - Present

Humber College

Bachelor of Early Childhood Leadership SEPT 2016 - MAR 2019

Sheridan College

CONTACT

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 [Link to portfolio](#)

SKILLS

ATTENTION TO DETAIL

CREATIVE

TIME MANAGEMENT

ORGANIZATION

INDEPENDENT AND TEAM

WORKER

CERTIFICATIONS

FOOD HANDLER CERTIFICATION

APRIL 23, 2022 - APRIL 23, 2027