



## Employee Experience - Office Experience Head

3.1★ Aritzia - Vancouver

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### THE DEPARTMENT

Our Office Experience Department wake up every day to provide the best work environment for our people.

### THE OPPORTUNITY

As our Office Experience Head, you will lead and motivate the team responsible for creating an office environment that parallels our store: inspiring, elevated, and beautiful. You and your team will foster a sense of community and drive people productivity within the workplace. Aritzia was conceived on the premise of delivering incredible service in aspirational spaces and our offices are no different. You will oversee our people experience within our support offices, so we can do what we do best – serve our clients.

### THE JOB

As the Office Experience Head, you will:

- Create and drive the vision for our Office Experience
- Collaborate with cross functional partners on strategic initiatives
- Lead and take ownership of physical space management, including space planning, repairs, and desk moves
- Lead and develop the Office Experience team to deliver on day-to-day tasks

### QUALIFICATIONS

The Office Experience Head has:

- Minimum Bachelor's Degree
- Proven experience in office or experience management
- Demonstrated ability to lead and develop at team
- The passion to build, develop and grow!

### ARITZIA

Head to our About Us for the scoop on who we are and what we do.

Aritzia is an Equal Opportunity employer. Aritzia believes in providing an inclusive workplace where all individuals have opportunity to succeed.

We are committed to doing so by providing accessible employment practices. Requests for accommodation due to a disability can be made at any stage of the recruitment process and applicants are asked to make their accommodation needs known.

Citation:

“Aritzia Employee Experience - Office Experience Head Job in Vancouver.” Glassdoor, [https://www.glassdoor.ca/job-listing/employee-experience-office-experience-head-aritzia-JV\\_IC2278756\\_KO0,42\\_KE43,50.htm?jl=3351436084&ctt=1575465941898&srs=EI\\_JOBS](https://www.glassdoor.ca/job-listing/employee-experience-office-experience-head-aritzia-JV_IC2278756_KO0,42_KE43,50.htm?jl=3351436084&ctt=1575465941898&srs=EI_JOBS).

Emily Jasmine Krisnamurti  
1933 East 41st Avenue  
Vancouver BC, V5P 4Y4

December 4, 2019

Aritzia Recruitment Team  
611 Alexander St.  
Vancouver, BC V6A 1E1

Dear Aritzia Recruitment Team,

I am writing to express my interest in applying for the position of Office Experience Head under the Employee Experience division.

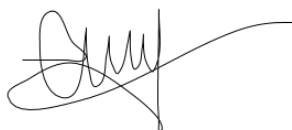
Having previously been exposed to the Human Resource industry, I now have a passion in contributing to a positive and healthy culture in the workplace. My experience in the Learning for Development team when I was interning at L'Oreal Indonesia has taught me to understand how to develop employees in order to work efficiently and effectively, as well as collaborating with different divisions and functions in the workplace to solve any disputes and/or tensions through a program I help contribute called, "Collab". This program enables two different teams to settle existing tension, and encourage them to collaborate in a project that benefits both. It leads to a better understanding and ultimately diminishing the tension.

My experiences in Korn Ferry as a Project Support Intern allowed me to understand the significance of space management in employees' performance. In Korn Ferry, I manage assessments for clients, and when you manage assessments, you try your best to create an atmosphere that allows clients to feel the most comfort. From this, I believe I can be a great addition to your team.

Currently, I am still undergoing my bachelor's degree but will be graduating soon. I am confident that I am able to put my best effort and contribute to your company's growth and success.

I hereby attached my resume and am readily available via phone or email. Please don't hesitate to reach out to me if you have any further questions. Thank you for your considerations and I am looking forward to hearing from you!

Sincerely,

A handwritten signature in black ink, appearing to read 'Emily', with a long horizontal flourish extending to the right.

Emily Jasmine Krisnamurti

**Emily Jasmine Krisnamurti**

1933 East 41st Avenue

Vancouver BC, V5P 4Y4

Phone: (604)725-6221

Email: [emilyjasmine25@gmail.com](mailto:emilyjasmine25@gmail.com)

**Objective**

Human Resource position in leading fashion and beauty industry.

**Education**

2017 – 2020 University of British Columbia, Vancouver Canada

Bachelor Degree on Psychology

2015 – 2017 Edmonds Community College, Seattle, WA USA

Associates Degree

**Employment**

Feb 2018 – Present **Ubah Stigma (Change the Stigma) NGO, Indonesia**

*Co-founder*

Create yearly events including a fundraiser, talk show and art exhibition focusing on mental health, create ongoing online campaign called “Let’s Talk” through Instagram, collaborate with numerous NGO to raise awareness and educate Indonesians about mental health.

Aug - Dec 2019

**L’Oréal Indonesia**

*Learning for Development Intern*

Execute daily trainings for employees, organize campaigns to boost digital learning hours, create training events with other divisions.

May - July 2019

**Korn Ferry Indonesia**

*Project Support Intern*

Manages assessment days, undergo weekly meetings with clients, administering and analyzing assessment results.

May - June 2018

**Kasandra and Associates Psychology Practice**

*Internship Program*

Assist psychologists in conducting external workshop, handles client database, create modules for external events, assist Psychologist in court cases.

## **Volunteer**

Aug 2018 - May 2019 **Indonesian Association at Canada (PERMIKA)**

*Academic Events Team Member*

Handle events with fellow Indonesian in the Vancouver region, plan and strategize future events and execute those events.

Aug 2018 - May 2019 **UBC Psychology Association**

*Social Event Team*

Plan and execute social events for UBC students, especially the Psychology department, handle the logistics of monthly department events and establish relationship with the Psychology department.

## **Public Speaking Gigs**

August 2019 **University of Pelita Harapan, Tangerang, Indonesia**

**Event:** Communication Evenue - End the Stigma

**Topic:** Social Media and Stigma

October 2019 **Mula Coworking Space, Jakarta, Indonesia**

**Event:** 40 Seconds to Save A Life

**Topic:** Suicide

October 2019 **Menjadi Manusia Media Platform, Jakarta, Indonesia**

**Event:** Kamu Juga Manusia (You Are Human)

**Topic:** Breaking the Stigma

November 2019 **Jakarta State University**

**Event:** Psychology Expo

**Topic:** Preventing Anxiety through Reducing the Stigma

## **Personal**

Awards "Contribution on World Mental Health Day" from Indonesia's Ministry of Health

Special skills Bilingual: Indonesian and English

Proficient in Microsoft Offices

Interests Movies, travelling, reading, cuisines.

## **References**

Available upon requests.

Emily Jasmine Krisnamurti

1933 East 41st Avenue

Vancouver BC, V5P 4Y4

December 4, 2019

Indri Lestari

Assessment Manager

Korn Ferry Indonesia

DBS Bank Tower, Fl. 25

Karet Kuningan, Jakarta, 12940

Dear Mrs. Indri Lestari,


I hope this email finds you well. I heard that Korn Ferry is changing their organizational structure, I hope it's going smoothly and it will accommodate you well in the future. I wanted to write you to ask for a letter of recommendation, as I am trying to apply to a position within the field of Human Resources, specifically on Employee Experience at a fashion brand called Aritzia.

I am interested in the role of Office Experience Head here in Vancouver, Canada. The role will require me to handle strategic initiatives, day-to-day office experience tasks and space management. I believe that when I was working for you in Korn Ferry, you have taught me a lot about space management when it comes to handling clients and how important our surrounding is in order to comfort people. For that, I believe that you are the perfect person as a reference.

If you do have time out of your busy schedule to write me a reference letter, please let me know at your earliest convenience. You are able to contact me through my email: [emilyjasmine25@gmail.com](mailto:emilyjasmine25@gmail.com) or through my WhatsApp number: +1(604)725-5856.

Thank you for your time. I look forward to hearing from you! Have a great day.

Sincerely,

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1933 East 41st Avenue

Vancouver BC, V5P 4Y4

December 4, 2019

Ditari Smaraputri

Learning for Development Senior Manager

L'Oreal Indonesia

DBS Bank Tower, Fl. 29

Karet Kuningan, Jakarta, 12940

Dear Mrs. Ditari Smaraputri,

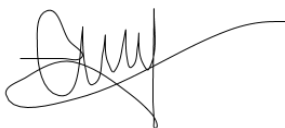
I hope this email finds you well. First and foremost, I would like to congratulate you for your promotion from junior to senior manager of the Learning for Development team. It is very well deserved. I am writing to you now to ask whether or not you would be willing to write me a reference letter for a role I am applying for in Aritzia Headquarters here in Vancouver, as a part of the Employee Experience Division.

The specific role I am applying for is called the Office Experience Head. The role will require me to handle strategic initiatives, day-to-day office experience tasks and space management. Whilst working for you in the past 5 months, I have learned what it's like to be able to manage, organize and be efficient in a very fast paced environment like L'Oreal. I believe you have taught me more than just what we could do to improve employees' skills through training, but you also guide me in understanding the beauty market. I believe that my familiarity in the beauty industry also lead me to the fashion industry, and that's partly thanks to your guidance.

With that being said, I believe you would be a great person to write my reference letter. If you do have time out of your busy schedule to write me a reference letter, please let me know at your earliest convenience. You are able to contact me through my email: [emilyjasmine25@gmail.com](mailto:emilyjasmine25@gmail.com) or through my WhatsApp number: +1(604)725-5856.

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December 4, 2019

Asaelia Aleeza  
Co-founder of Ubah Stigma  
Ubah Stigma  
Kemang Selatan VII  
Jakarta Selatan, 12730

Dear Miss Asaelia,

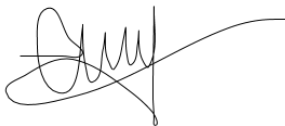
I hope this email finds you well. I want to congratulate you for getting your masters degree on Clinical Psychology from the University of College London. It is truly an amazing achievement and well-deserved. I am writing to you to ask for a reference letter from you as I am applying for a position in Aritzia, in the Employee Experience division.

The specific role I am applying for is called the Office Experience Head. The role will require me to handle strategic initiatives, day-to-day office experience tasks and space management. Because I have worked side-by-side with you in developing a NGO for almost 3 years now, I learned so much about organizational development, event planning, creating professional networks and being an effective speaker from you. I believe that these are important skills that would make me apt for any job I would want to undertake.

With that being said, I believe you would be a great person to write my reference letter. If you do have time out of your busy schedule to write me a reference letter, please let me know at your earliest convenience. You are able to contact me through my email: [emilyjasmine25@gmail.com](mailto:emilyjasmine25@gmail.com) or through my WhatsApp number: +1(604)725-5856.

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