



**Firene Lopez Julian**

*firenejulian29@gmail.com*  
+639061623129

*Present Address:*  
Libis, General tinio 3130, Nueva Ecija, Philippines

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## Basic Information

<b>Age</b> 26	<b>Birth Date</b> Nov 29, 1996	<b>Gender</b> Female	<b>Civil Status</b> Single
<b>Height (cm)</b> 160	<b>Weight (kg)</b> 68	<b>Nationality</b> Filipino	<b>Religion</b> Christianity - Catholic

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## Work Experience

*I have been working for 7.14 years*

Jun 2021 - PRESENT  
(2 Years, 3 Months)

### **All Around Store Helper**

Michelle Variety Store  
Retail / Merchandise  
Nueva ecija

- Opening & Setting up store
- Cooking
- Washing dishes
- Refilling stocks
- Greeting customers
- cash handling
- checking availability of stocks
- Operate printing & Xerox machines
- Maintaining the cleanliness & sanitazion of the store
- Cash report
- closing stores

Jan 2017 - Mar 2020  
(3 Years, 2 Months)

### **Supervisor**

Superchow rice and noodles express  
Food & Beverage / Catering / Restaurant  
Subic bay

- Ensuring cashiers/crew are handling cash & credit card transactions swiftly and precisely.
- Checking of monthly inventory also checking for stocks/supply.
- Ordering kitchen stocks (Meat, Fish, Vegetables, Groceries, etc)
- Checking the cleanliness & sanitation of kitchen & dining area.
- Ensuring compliance with all food health and safety requirements.
- Training staff, ensuring they complete daily tasks and providing excellent service.
- Handling customer complaints.
- Reports to HR and Management about;
  - daily tasks
  - customer complains/satisfaction
  - Employees issues and disputes.
  - Stocks availability/absence
- Evaluating crew performance while inspiring them towards better work performance.
- Helps in hiring new crew members.

Jan 2016 - Dec 2016  
(11 Months, 4 Weeks)

### **Crewleader**

Superchow rice and noodles express  
Food & Beverage / Catering / Restaurant  
Subic bay

- Handling Cash/Credit transactions.
- Assisting supervisor with control of inventory and weekly stocks.
- Checks Daily inventory.
- Cross trains new crew members.
- Assigning crew members for their roles & area for the day.
- Suggesting meal plan or menu for the week.
- Making crew schedules and shifting.
- Acting as Assistant Supervisor

Jun 2015 - Dec 2015  
(6 Months, 4 Weeks)

**Service crew / Cashier**

Superchow rice and noodles express

Food & Beverage / Catering / Restaurant

Subic bay

- Setting up and Clearing up for the day
- Taking orders and serving orders
- Cleaning service area
- Cleaning dining area
- Outside runner when needed
- Point of sales knowledgeable
- Up-selling
- Making daily inventory
- Updating crew leader of stocks

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## Educational Attainment

Jun 2009 - Mar 2013

**Nueva ecija Higschool**

High School Diploma

Jun 2014 - Dec 2014

**Provincial Manpower Training Center**

Vocational Diploma / Short Course Certificate

Basic Autocad