

Curriculum Vitae

JULIE DOREN B. MEGULLAS

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1.0 KEY OF QUALIFICATIONS

- Hard working professional who can work with less supervision and can handle tasks responsively. ●
- With a high degree of initiative, flexibility and resourcefulness with a drive for efficient results. ●
- Excellent interpersonal skills, ability to establish and maintain excellent work relations in a team environment.
- Excellent time management skills, ability to prioritize assignment, and work effectively under pressure with minimum supervision.
- Excellent written and verbal communication skills in English.
- Proficient in MS Office and Internet usage.

2.0 PROFESSIONAL EXPERIENCE

- **DOH Café LLC – (August 2018 – April 2021) Dubai, UAE**
Position : JUNIOR BARISTA/SENIOR WAITER/SENIOR CASHIER/SHIFT IN CHARGE

- Preparing to open the store
- Taking orders and ringing up payment.
- Preparing and serving hot and cold drinks such as coffee, tea, artisan and specialty beverages ➤
- Grinding coffee beans
- Preparing and serving light food and snacks
- Cleaning work areas, coffee machines, and equipment
- Creating stock displays
- Keeping track of inventory and placing new orders
- Cleaning and sanitizing work areas, utensils and equipment
- Describing menu items and suggesting products to customers
- Servicing customers and taking orders
- Servicing for catering and any occasions
- Ordering, receiving and distributing stock supplies
- Receiving and processing customer payments

- **Graffio Gents Salon – (Mar 16, 2014 – June 2018) Dubai, UAE**

- Remove nail polish and rough skin
- Clean, Trim, and file nails
- Massage and Moisturize hands (for a manicure) and Feet (for pedicure)
- Polish or buff Nails
- Advise clients about nail and skin care for hands and feet
- Promote and sell nail and skin care products
- Clean and disinfect their work area and tools

- Interacting with other members of the salon or spa team as to provide a seamless customer experience ➤
- Adhering to the highest standards of sanitation, which includes cleaning and sanitizing tools and equipment
- Recording and updating client records
- Marketing and working to build their business

● **Bela Mekanica (June 05, 2012 – February 20, 2014)**

- Provides nail services to customers
- Clean, cut and shape both hand and feet nails
- Polish, decorate and color nails recognizing the skin tone ➤ Use brush to apply a layer of paints into nails for coloring or clearing polish ➤ Wash and sanitize tools and equipment used for nail treatments ➤ Use buffer and powdered polish to polishnails
- Enjoy a team environment and frequent interaction with their co-workers ➤
- Be customer-service oriented and friendly
- Be organized and tidy
- Be able to multi task
- Be flexible and cooperative
- Be prompt and possess a good sense of time

3.0 EDUCATIONAL ATTAINMENT

- Bachelor of Criminology
- Saint Joseph Institute of Technology (2006-2011)

4.0 PERSONAL INFORMATION

- Nick Name : Doren ● Date of Birth : July 7, 1987 ● Marital Status : Single
- Nationality : Filipino ● Spoken Language : English and Tagalog

5.0 REFERENCE

- Available upon request

I hereby certify that the above information is true and correct.

Julie Doren B. Megullas
Applicant