



## **EDISON A. JULIAN JR**

Barangay 18, Estancia  
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### **CAREER OBJECTIVE**

- Assertive professional promotes efficient store operations and improves customer service. Proven track record of successfully driving sales and achieving results. Adept in problem-solving, inventory management, and loss prevention.
- Responsible professional with experience in retail operations, personnel management, and customer service. Proven success in leading high-performance teams and developing customer-centric strategies to push sales and increase customer loyalty. Skilled at driving process and policy optimization, streamlining operations, and utilizing data-driven insights to increase efficiency.
- Strategic, results-driven professional with demonstrated success elevating operational standards to improve overall team and business performance. Communicates clear work expectations and company vision to set and achieve measurable goals in demanding, complex work environments. Proven leaders with seasoned ability to inspire teams and capitalize on emerging opportunities to enhance business profile, reputation, and influence.
- Management professional with history of meeting challenges in complex organizations that rely on collaborative skills to contribute to company growth and success. Proven track record of delivering results in fast-paced environments that have pockets of ambiguity. Stellar command with delivering results, win-win outcomes, and navigating cross-functional teams.

### **EXPERIENCE**

#### **Retail Store Manager**

**November 2021-Present / 7Eleven Philippines Corporation, Piddig, Ilocos Norte**

- Monitors sales and store image of the company.
- Ensures overall effective store management in compliance with the store operations manual and other processes of the company.
- Monitors, controls and reduces operating expenses to improve store profitability through the following efforts.
- Trains, coaches and assist store staff in all aspects of the performances of store tasks and responsibilities.
- Performs studies and initiatives to increase store sales.
- Updates, records and submits required reports and templates to units concerned examples are: (Sales Report and Inventory Log to Data Processing Center, Merchandise Sales Report and others to District Coordinator, Ordering for selected items to base store).
- In-Charge with the ordering of store merchandise, machine and equipment.
- Responsible in securing cash both in store sales and other store funds.
- Prepares the store for monthly audit, store visit of Zone Manager, District Manager, Operation Field Consultant and Area Manger, Quality Assurance Audit (Food Service, Machine and Equipment), On Stock Availability Category Report, mystery shopper customer service evaluation and accomplishes necessary reports to facilitate reconciliation.
- Submits pertinent reports needed by Zone Manager, District Manager, Operations Field Consultant, Area Manager and Store Accountant.
- Checks and inspect all inventory related transactions including receiving, cash reports, shift worksheet, store bank deposit and cashier receipts refund, item refund and void refund.
- Monitor and temper store expenses.
- Implements strictly the polices every staff shift regarding duties and responsiblities and procedures that the company has established.
- Performs other tasks assigned by the Immediate Superior.

#### **Assistant Retail Store Manager**

**January 2020-November 2021 / 7Eleven Philippines Corporation, Piddig, Ilocos Norte**

- Assist the store manager in the supervision of the store.
- Focuses on food service items management and quality control.
- Performs paperwork/documentation related task such as: (Preparation of bad merchandise and special items reports, Consolidation of inventory log, Forecasting specifications of ordering, Accomplishment of monitoring form in cases of machine/equipment breakdown, Accomplishment of store diary for proper endorsement) .
- Ensures that the store is kept clean and organized and makes sure that all machines and equipment is in good working conditions.
- Encourages other store employees to provide efficient customer service through effective execution of face-to-face marketing and applying 7 steps in cashiering (Pleasant Greeting, Eye Contact, Expiration date checking, Plus Selling, Ask for Loyalty Card, Count change, Say "Thank You").
- Provide Immediate assistance on cashiering transactions that involve wrong punching or refunds.
- Assist store manager in over-all store management.
- Performs all other duties as assigned by top management.
- Performs cash counting and deposits store sales (Absence of the store manager).
- Updates, records and submits required reports or templates for the other units (Absence of the store manager).

### **Administrative Aide III**

#### **May 2019-December 2019 / Local Government Unit of Piddig, Ilocos Norte**

- Performed data entry tasks accurately and in a timely manner.
- Assisted senior staff members in preparing materials for client presentation.
- Coordinated office events such as company holiday parties or employee appreciation days.

### **EDUCATION**

#### **Hospitality Management in Hospitality Business**

**June 2019**

#### **Mariano Marcos State University**

Barangay 16, Quiling Sur, City of Batac, Ilocos Norte Philippines

**2014**

#### **Saint Anne Academy**

Barangay 01, Cabarogan, Piddig Ilocos Norte Philippines

**2010**

#### **Estancia Elementary School**

Barangay 18, Estancia Piddig, Ilocos Norte Philippines

### **REFERENCES**

**Myrna T. Caronan** – 7Eleven Philippines Corporation

Area Manager

09989684696

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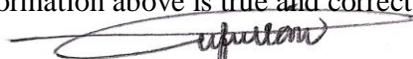
### **AWARDS**

- Franchise Certification Training Program
- Cultural Mapping Seminar Certificate
- Ladderized Diploma of Hospitality Management

### **CERIFICATION**

- Front Office NC II
- Achieve Fortifying Skills Expanding Opportunities Magnifying Excellence.
- Skill: Building Hospitality Powers for Globalization (Service Knowledge and Internalization as the Ladder that leads to Success).
- Hospitality Industry: In transition Beyond ASEAN Growth and Development.
- Molding Future Hospitality Practitioners: Enriching Skills and Creativeness.

I hereby attest that the information above is true and correct to the best of my knowledge

  
**EDISON A. JULIAN JR.**