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OBJECTIVES

To be a part of an organization that would give me an avenue to apply and hone my leadership and business management skills and to achieve my highest potential in different departments of the organization.

EDUCATION

2013 – 2017

DE LA SALLE UNIVERSITY - MANILA

Bachelor in Science degree in Commerce, major in Business Management, February 2017. Jose Rizal Second Honors: 3rd Term, AY 2013-2014, 2nd Term AY 2015-2016. Jose Rizal First Honors: 3rd Term AY 2015-2016. Current Cumulative GPA: 2.951/4.0

2009 – 2013

MIRIAM COLLEGE

High School Diploma, March 2009. Awards: Loyalty Awardee, 2013; Award of Excellence in Club, 2011-2013; Student of the Quarter Award, 2011; Exemplary Awardee, 2011; Best Secretary Officer of the Quarter, 2010.

WORK EXPERIENCE

April 2018 –

MERCHANDISING ASSISTANT, Stores Specialists Inc.

Midland Buendia Building, Sen. Gil Puyat Avenue, Makati City
I was part of team of the brand west elm that spearheaded the 102% overall sales quota for the year 2018 and 69% growth vs LY. I am responsible in planning for the upcoming buys that were to be offered here in the Philippines for each season. I made sure that correct pricing for each merchandise was given with the right margins. Carefully planned all distributions and transfers from warehouse to store were orderly made. Strategically planned on how each store were able to reach monthly quotas and how inventory would be able to supply for the demand given by our customers. I managed to make sure that all damages of items from principal were addressed and replaced. I was also able to spearhead a new branch opening from store construction to merchandise visual placing in the store. I also conducted product trainings to our sales for every season and continuous store and warehouse visits were made to make sure everything is in order and proper troubleshooting when needed.

LOPEZ, MARIA RUBY ANTOINETTE P.

PAGE 2

June 2017 – March 2018	<i>OPERATIONS ASSOCIATE, Coins.ph</i> 12F The Centerpoint Building, Julia Vargas Ave., Cor. Garnet Road, Ortigas, Pasig City I was rotated to two sub-departments of the Operations team – Customer Verification and Customer Solutions. In customer verifications, I had the duty to handle customer identification approval through valid documents and information. For Customer Solutions, I troubleshoot customer concerns may it be account and transaction concerns. I co-spearhead a team under Customer Solutions called Accounts that handles solely account concerns.
April 2016 – June 2016	<i>HR INTERN, ZALORA Philippines</i> B7, 2 nd floor Bonifacio High Street, Taguig, 1634 I handled 201 filing of employees and SSS application of onboarding employees. I facilitated examinations and initial interviews of potential employees and interns. I computed and distributed intern allowance every week. I manned company booths at university career expos. I helped spearhead university company visits and company internal events. I also organized selected HR employees' operating expenses allowance and taxes.
July – August 2015	<i>INTERN, Anthilla Properties Group</i> 4th floor Melbourne Residences, #11 Senator Gil Puyat Avenue, Makati City, 1235 In charge of creating a brand new organizational chart and evaluating and proposing a possible change for the effectiveness and efficiency of the marketing team. In charge of creating and processing petty cash transactions.
May 2015 - December 2015	<i>PROJECT MANAGER / CONSULTANT, Blue Chelsea Container Depot, Inc.</i> 78 Sgt. Rivera Street corner Sapocry Street Quezon City Spearhead the Internal Research of KPI and Organizational Auditing of the company's employees.

CO-CURRICULAR ACTIVITIES

2015 – 2016	<i>Executive Vice-President for Human Resource (Young Entrepreneurs' Society)</i> I helped, guided, and spearheaded projects and problems of two (2) departments (Training and Development & Membership Involvement) under me. I facilitate meetings and do administrative tasks for my department and the organization as a whole.
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LOPEZ, MARIA RUBY ANTOINETTE P.

PAGE 3

Project Head for Logistics and Public Relations (Start-up Summit 2016) – Cancelled Event due to weather conditions

I spearheaded in planning for the logistics for the entrance and exits, and registration for anticipated participants of 1,500. I also handled all publicity materials and coordination with partner schools.

2014 – 2015

Management Course Representative, BLAZE2016

Made sure that every coursemate in my batch will be informed with important information for them to keep up with the college life. Answered all inquires and gave a helping hand to my coursemates.

Team Leader – Public Relations, ASES Summit – Manila (DLSU Chapter)

Coordinated with office of Senator Bam Aquino to be the speaker of the event. Helped in the making and dissemination of all publicity materials about the event. Made the incentive letters for the professors. Made the invitations for the VIP guests.

Team Leader – Marketing, LEGACY (113 Batch Week)

I contacted sponsors for the weeklong event. Guided my team members on the things to accomplish. Helped in the making and dissemination of publicity materials.

Team Leader for Events Management - Calypso – Year End Party (Young Entrepreneurs' Society)

I headed my team that plans for the program flow of the event proper, contacting of DJs and performers, and also heading the manpower and flow of people of the event itself.

2013 – 2014

Assistant Team Leader – Marketing, Roux 28

I contacted sponsors for the event, Roux 28 under the organization Business Management Society.

Assistant Team Leader – Programs Management, United Colors of Comedy

Organized and planned for the event proper. Made the invitations for guests. Made letters for professors for student's incentives.

SEMINARS ATTENDED

October –
November 2015

Massive Open Online Course (MOOC): "User Innovation: A Path to Entrepreneurship"
American Spaces, US Embassy of Manila
This seminar is also a training ground for future social entrepreneurs that can help them further innovate business ideas that can not only create profit, but also help solve day-to-day problems in our society.

LOPEZ, MARIA RUBY ANTOINETTE P.

PAGE 4

RESEARCH PAPER/S PREPARED

June 2016 *CRISIS MANAGEMENT PRACTICES OF SELECTED
– December 2016 EVENT MANAGEMENT FIRMS: BASIS FOR A PROPOSED
RISK MANAGEMENT MODEL*
Aims to identify different event firms' events risk management and crisis management practices to see the common and/or standard industry practice. With that information, it will then assess and recommend a risk management model that can better plan and respond to crisis.

CERTIFICATIONS

May 2019 *BASIC CULINARY CLASS*
 Maya Kitchen Culinary Arts

BASIC BAKING CLASS
 Maya Kitchen Culinary Arts

PERSONAL BACKGROUND

Born on December 1, 1995 in Cebu City, Philippines. I am fluent in English and Filipino. Also, I am proficient in Microsoft Programs, JDA, Pentaho, Accelerator, and a social media literate. I am goal oriented, hard working, organized, and always willing to learn. I have excellent communication and interpersonal skills. I am fond of travelling, food, film, and fashion.

REFERENCES Available upon Request