IVONNE RUBIO

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EDUCATION

The University of Houston   Bachelor of Business Administration, Management Information Systems   Aug 2021
Minor: Computer Science

EXPERIENCE

Post Oak Private Wealth Advisors - *Analyst;* Houston, TX   April 2019 - Present
- Evaluated or stress-tested client's portfolio holdings to different scenarios and changes in the market.
- Created and executed multiple dividend reports and portfolios for clients and their accounts.
- Coded in HTML & CSS a new section of our site.
- Planned seminars and looked for multiple locations and reserved them promptly.
- Updated and maintained our CRM software to connect our advisors and their clients.
- Worked closely with a consulting company to plan and execute seminars.

Brilliant Energy - *Analyst*; Houston, TX   October 2017 - January 2019
- Worked closely with a team of 3 analyst by filing and organizing contracts to identify potential accounts that needed to be renovated.
- Helped the company attain profit goals by meeting the kWh's sales for brokers for energy trade.
- Use our pricing software to price multiple custom deals daily.
- Assisted Business Development Managers by day to day activities, such as communication with brokers and clients.

Shell – *BP Student, Internship*; Houston, TX   June 2016 - June 2017
- Was in rotation with different roles and worked with teams such in finance, downstream, and upstream.
- Operated office machines, such as photocopiers and scanners, voice mail systems, and personal computers.
- Maintained and updated filing, inventory, mailing, and database systems.

ACADEMIC PROJECTS

Project Management Team Project - *UH: MIS 4379*   Summer 2020
- Developed a project and product that dealt with the digitization of energy.
- Developed and tested multiple reports in Microsoft Project to create a timeline and a Gantt Chart.
- Worked in Microsoft Teams with a team of 6 to develop a new idea of having automation implemented in sensors that would have a wide range of use.

LEADERSHIP EXPERIENCE AND ACTIVITIES

Management Information Systems Student Organization (MISSO) - *Member*   Fall 2018 - Current
- Attended workshops were the topics ranged from cyber security, programming, networking, and etc.
- Attended their Coding Times were I would help other students with questions about programming with Java.

Bauer Women Society (BWS) – *Member Relations Officer*   May 2018 – December 2018
- Reached out and networked with professionals from a variety of companies.
- Planned and executed workshops that heavily focus on and taught members a variety of topics related to the business world and professionalism.

HONORS

- Bauer Dean's List   Spring 2018, Fall 2018, Spring 2020

ADDITIONAL INFORMATION

Computer Skills: Python, Java, CSS, HTML, SQL, Databases, Virtual Machines, Microsoft Project, Microsoft Teams, Canva
Microsoft Office, P2C/ESG, Ticket System, Pricing Engine, Portfolio Management
Certifications: CompTIA Network + (in progress)
Languages: Fluent in Spanish
Work Eligibility: Eligible to work in the U.S. with no restrictions