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**Mary Grace M. Rivero**

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**JOB OBJECTIVE**

To gain an enriching experience where I can contribute in the areas of **computer and IT, research and development, human resources** and other related openings.

**EDUCATION**

**Ateneo de Manila University**

*Masters in Information Technology (SOSE)*

*Present*

*Bachelor of Science in* ***Legal Management,*** *Minor in* ***Information Technology Management (JGSOM)***

*Scholar June 2009 – March 2013*

**Grade School Class Salutatorian**

*March 2005*

**CO-CURRICULAR ACTIVITIES**

**Ateneo Women’s Lawn Tennis Team | Team Captain (***2011-2014***)**

*2009-Present*

*Varsity team representing AdMU in UAAP, UniGames, Philippine Columbian Association, Intercollegiate Tournament, etc.*

*Helped the team achieve its one of the highest attainment in UAAP Tennis in the history of the Ateneo (2nd Place in Season 73)*

**Ateneo Lex (LEX)**

*2009-2013*

*Home organization of students in the Legal Management Program*

• *Active member of the organization*

*Participated in the events such as Lex Bazaars, JGSOM Games (played for LEX), Business Law Conference, etc.*

**WORK-RELATED EXPERIENCE**

**Project Officer, College Athletics Office**

• *As Project Officer, I handle academic related affairs of the student athletes of Ateneo de Manila University. I am also part of the team who organizes the events of athletes such as Cheer Rally, Send-off Mass of athletes, Athletes’ Night and Bonfire.*

**Internship, Ateneo Java Wireless Competency Center (AJWCC)** *September 2013 - Present*

• *Assisted in the projects like eHEALTH Tablet and Ascent*

*• Started with the Respond, a project for Psychological Association of the Philippines for the monitoring of their volunteers*

**Cake Blends, Leadership and Strategy Project**

*2012-Present*

• *As* ***Co-Owner****, oversees the daily operations, Logistics and Research and Development of the business*

*• In-charge of knowing the trends in the market as well as product innovations*

**Francis Merchandising, Family Owned Company**

* *Had a sort of internship at our own company during the summer of 2012. I administered the daily operations as well as organized and managed the inventory of the business by introducing applications like the InFlow inventory system to help easily manage the company’s inventory.*

**Duets for Del Monte, Marketing Project**

* *Co-creator of the business plan and market research for our Marketing102 Project.*

**AWARDS**

**Individual**:

MVP Player of the year of the Ateneo Women’s Lawn Tennis Team (2013), Reached Semi-Finals in the **1st Asean University Championship** held in **Perlis, Malaysia** (2011), **Ranked No. 7** in the Philippine Tennis Association in the 18-under Girls Category (2010)

**Team:**

2nd Place in the UAAP Season 73, 3rd Place in the UAAP Season 72, 2nd Place in Philippine Columbian Association Intercollegiate Tournament, 2nd Place in Milo Intercollegiate Tournament

**SKILLS & INTERESTS**

Fluent in English and Filipino and I also understand basic Japanese. Proficient in MS Office, I like exploring the web or any applications related to computers and other technologies. Adventurous, I like traveling with family and friends and I enjoy being spontaneous and going with the flow. I love watching series and going on a food trip more than shopping. I am observant as people might say because it is a hobby of mine that when I meet new people, I like to know whether they are left handed or right handed just by observing them. I am very athletic, I like trying different sports. It has helped me discipline myself, have good time management skill which all has made me a balanced and a well-rounded type of person.