

RANILIN KEREN M. LOPEZ



CONTACT

- 📞 09086546754
- ✉️ ranilinkerenlopez23@gmail.com
- 📍 Parañaque City, Metro Manila

EDUCATION

- Parañaque Science High School
2012-2018
- Technological University of the Philippines - Manila
2018-2024

SKILLS

- AutoCAD
- SketchUp
- Enscape
- Adobe Photoshop
- Adobe Illustrator
- Microsoft Office
- Autodesk Revit

ACHIEVEMENTS

- Graduated with Honors (**SHS**)
- Top 4 Associate in West Region for Exemplifying Balanced Performance (**ADP**)
- Consistent Upper Right in Ranking for Performance (**ADP**)
- Top 3 Best Scale Model for Thesis (**TUP**)

OBJECTIVE

An architecture fresh graduate well-versed with late nights and hard work that honed problem-solving skills and versatility in demanding scenarios. With refined communication skills through experience as a client service representative in a payroll company, I am eager to perform efficiently and remain resilient in the work environment.

JOB EXPERIENCE

SBS Client Service Representative I

ADP Philippines Inc.
Ayala Center, Makati, Metro Manila
2021 - 2022

- Assisted Small Business clients with Payroll Services through calls
- Answered inquiries regarding client's employer and employee tax filing, payroll requirements, benefits, insurance, etc.
- Organized tax filing for clients

LEADERSHIP EXPERIENCE

Publicity Committee Head at ASAPhil Inc.
TUP - Manila Chapter
2020 - 2021

CHARACTER REFERENCE

Ar. Ariel Tabang Jr.
09173250585

Dulce Fernandez
09369268625