RUBY JANE MOLINA DIRECTO

Cagayan De Oro Philippines, 9000 *+639171091513 *rubyjane.directo@gmail.com

SUMMARY OF QUALIFICATIONS

- Over 10 years of experience in retail management and functions.
- Over 4 years of experience in Property Management in a retail environment.
- Strong background in retail and banking operations.
- Computer Skills include: MS Word, MS Excel, Powerpoint, Google Spreadsheet

PROFESSIONAL EXPERIENCE

Store Manager May 1,2022-Present
AllHome Corp.
AllValue Corporation, Limketkai Center, CDO
Responsibilities:

- SALES-Sales target within the specified period are met and surpassed
- CUSTOMER SERVICE-Ensure that customer service is properly implemented by both direct-hire and sales associate. Establish and implement display standards.
- SHRINKAGE AND SECURITY CONTROL-Ensure that all merchandise in the department are handled properly to avoid spoilage and damages.
- PEOPLE MANAGEMENT-Supervises the day-to day operations, and ensures the training of all direct reports. Ensures proper implementation of employee discipline and company rules to all direct reports. Arrange schedule for all direct hires.
- PROPERTY MANAGEMENT-Ensure air condition, escalator, elevator, generator set are in good running condition. Ensure Building, and all assets therein is well maintained.

Store Manager October 2018-April 2022
RSC-Department Store Division
Robinsons Department Store Valencia
Valencia Bukidnon, Phillippines

- SALES-Sales target within the specified period are met and surpassed
- CUSTOMER SERVICE-Ensure that customer service is properly implemented by both direct-hire and sales associate. Establish and implement display standards.
- SHRINKAGE AND SECURITY CONTROL-Ensure that all merchandise in the department are handled properly to avoid spoilage and damages.
- PEOPLE MANAGEMENT-Supervises and ensures the training of all direct reports. Ensures proper implementation of employee discipline and company rules to all direct reports. Arrange schedule for all direct hires.
- PROPERTY MANAGEMENT-Ensure air condition, escalator, elevator, generator set are in good running condition.

Department Head March 2013-September 2018
RSC-Department Store Division
Robinsons Department Store Ayala Centrio
Lapasan Cagayan De Oro City Philippines

- SALES-Sales target for the department handled within the specified period are met and surpassed.
- CUSTOMER SERVICE-Ensure that customer service is properly implemented by both sales associate.
- SHRINKAGE AND SECURITY CONTROL-Ensure that all merchandise in the department are handled properly to avoid spoilage and damages.
- Hire and train staff, supervise staff on selling floors, sell merchandise,
- Establish and implement display standard.

Book keeper May 2012-March 2013
JCA Realty Corporation
Cagayan De Oro City

Loans/Accounting Clerk May 2009-May 2012
Bukidnon Cooperative Bank
Malaybalay City, Bukidnon

Factory Worker October 2007-December 2008
ADO optronics Corporation
Tainan, Taiwan

Education

Bukidnon State College
Malaybalay City, Bukidnon Philippines
Bachelor of Science in Business Administration Major in Banking and Finance(2007)