



Taytay, Rizal
PHILIPPINES
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EDUCATION

Bachelor of Science
in Mathematics
major in Computer Science
Far Eastern University
1999-2003

EXPERTISE

CUSTOMER CARE
SOCIAL MEDIA
MS OFFICE
PHOTOSHOP
GRAPHICS
WEB PAGE DESIGN
BASIC CODING -(HTML / CSS)
BASIC PROGRAMMING -
(JQUERY/ JAVASCRIPT)
BASIC ACCOUNTING
DATA ENTRY
ADMIN. SUPPORT

SHARON FELICIO

ADMINISTRATIVE ASSISTANT |
SOCIAL MEDIA | DATA MANAGER |
WEB DESIGNER | GRAPHIC ARTIST

ABOUT ME

Over ten years of working experience in general office setting, providing clerical , customer service and supervisory in variety of settings including Banks, BPO and Hotels. Defined as an adaptable, self-motivated, confident and very reliable individual. I'm efficient and responsible worker, making me a valuable asset to any team.

WORK EXPERIENCE

present- FREELANCE WEB DESIGNER

2017 Design Webpages - HTML/CSS/JQuery/Javascript
Wordpress Development/Shopify

present- CAKE ARTIST | BAKER | ENTREPRENEUR

2013 Kalel's Sweet Tooth (Homebased Business) - PH
*Own and manage small online cake shop.
Bake, decorate and sell cakes online.
<https://www.facebook.com/kalelsweettooth>*

2010 - HOUSEKEEPING SUPERVISOR/ ATTENDANT

2012 Sawridge Inn and Conference Centre - CANADA
*Train and supervise housekeeping personnel.
Submit daily report to the General Manager.
Prepare daily task to housekeeping team.*

2008 - FOOD COUNTER ATTENDANT/ CASHIER

2010 Marmot Basin Ski Resort (winter season)- CANADA
FRONT DESK AGENT
Pine Bungalows (summer season) - CANADA

2006 - RECEPTIONIST|ADMINISTRATIVE STAFF

2008 Concentrix Technologist Inc. - PH

2005 - CUSTOMER SERVICE REPRESENTATIVE

2006 Teleperformance - PH
HTMT Source 1 Asia - PH

2003 - BANK TELLER | ACCOUNTING CLERK

2005 Banco De Oro Unibank - PH
RCBC Savings Bank - PH