



SHARON FELICIO

GRAPHIC ARTIST | WEB DESIGNER
JUNIOR WEB DEVELOPER
SOCIAL MEDIA MANAGER
ADMIN ASSISTANT
DATA MANAGER

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, dependable and very reliable individual. I'm efficient and responsible worker, making me valuable asset to any team.

- 📍 Taytay, Rizal, PH 1920
- ✉️ felicio.sharon@gmail.com
- 📞 63 9173693010
- 👤 sharon.felicio22
- 👤 @sharonstaana001
- 👤 @sharonfportfolio

EDUCATION

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

EXPERTISE

CUSTOMER CARE
SOCIAL MEDIA
MS OFFICE
PHOTOSHOP
ILLUSTRATOR
GRAPHICS
WEB PAGE DESIGN
HTML / CSS
JQUERY/ JAVASCRIPT
BASIC ACCOUNTING
DATA ENTRY
ADMIN. SUPPORT

HOBBIES



present-
2017

present-
2013

2010 -
2012

2008 -
2010

2006 -
2008

2005 -
2006

2003 -
2005

WORK EXPERIENCE

FREELANCE WEB DESIGNER/ GRAPHICS/ ADMIN
Design Webpages - HTML/CSS/JQuery/Javascript
Wordpress Development/Shopify
Design Banners/ Brochures/ Digital Prints/ T-shirts
List Products on E-commerce
Make content on Social Media platforms

CAKE ARTIST | BAKER | ENTREPRENEUR
Kalel's Sweet Tooth (Homebased Business) - PH
Own and manage small online cake shop.
Bake, decorate and sell cakes online.
<https://www.facebook.com/kalelssweettooth>

HOUSEKEEPING SUPERVISOR/ ATTENDANT
Sawridge Inn and Conference Centre - CANADA

FOOD COUNTER ATTENDANT/ CASHIER
Marmot Basin Ski Resort (winter season) - CANADA
FRONT DESK AGENT
Pine Bungalows (summer season) - CANADA

RECEPTIONIST | ADMINISTRATIVE STAFF
Concentrix Technologist Inc. - PH

CUSTOMER SERVICE REPRESENTATIVE
Teleperformance - PH
HTMT Source 1 Asia - PH

BANK TELLER | ACCOUNTING CLERK
Banco De Oro Unibank - PH
RCBC Savings Bank - PH