



Taytay, Rizal
PHILIPPINES
1920

felicio.sharon@gmail.com
#63 9173693010
skype ID: sharon.felicio22

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 realiable individual. I'm efficient and responsible worker, making me a valuable asset to any team.

WORK EXPERIENCE

present- **FREELANCE WEB DESIGNER/ GRAPHIICS**

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/kalelssweettooth>*

2010 - **HOUSEKEEPING SUPERVISOR/ ATTENDANT**

2012 Sawridge Inn and Confernce 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