

Phone: +639950177111

Email: iamgracefelipe@gmail.com
Dasmariñas Cavite 4114 Philippines

Mary Grace D. Felipe, PTRP



COMPETENCY LEVEL

web technologies

HTML5, CSS (cascading style sheet),

Bootstrap CSS, JavaScript

<https://iamgracefelipe.github.io/portfolio/>

version control

GitHub

management

technological computer proficiency,

scheduling, financial, documenting,

researching, analytical skills

marketing

social media marketing, mobile

marketing, design and layout

sales

goal setting, prospecting,

communication, negotiation, product

knowledge, presentation

CERTIFICATES:

Certified Entry Level

JavaScript Programmer

December 6 2024 | JSE-40-01

(OpenEDG JS Institute)

https://www.credly.com/badges/5cc73e53-5e5d-4f77-ae5f-52fe8552dbed/public_url

Developer Certification

JavaScript Essentials 1

Statement of Achievement

December 6 2024

(CISCO Networking Academy and

OpenEDG JS Institute)

[JavaScript Essentials 1 - Credly](#)

Undaunted: The Mind and Brain

Amidst Covid19

March 5 2022

(Department of Neuroscience and

Behavioral Medicine, University of

Santo Tomas Hospital)

CAREER

Business Owner

2023 – current

Jade Dragons Travel and Tours

B35 L5 Unit P Vatican Drive BF Resort Village Talon Dos Las Piñas 1747

- Stays up to date on the latest travel industry news and trends
- Arrange client's travel plans and itineraries
- Coordinate accommodations, reservations and transportations on behalf of clients

Financial Advisor

2019 –2024

(Brighter Pro Sunny Level Up Financial Advisor)

Sun Life of Canada Philippines, Inc.

BTTC Centre, 288 Ortigas Avenue, San Juan, 1500 Metro Manila

- Delivers financial planning mindset to potential clients
- Provides advise-based approach to clients' financial planning solutions
- Prepares and customizes product decisions in alignment to client needs
- Maintains consultative client relations

General Manager

2012– 2020

MGO Car Rental Services / MGO Travel and Tours

B35 L5 Unit M Vatican Drive BF Resort Village Talon Dos Las Piñas 1747

- Conformed with clients' contract specifications
- Maintained operational schedules
- Helped in the maintenance of fleet performance and documentations
- Maintained efficient financial transactions, cash flow

Customer Service Representative

2003-2012

TELETECH PHILIPPINES | TELETECH SINGAPORE

CONVERGYS ALABANG

- Call Centre Executive Inbound Calls / back office support (billing, telco, tech)

EDUCATION

B.S. Information Management

2005 – 2007

Asia Pacific College (3 Humabon Place Magallanes Makati)

B.S. Physical Therapy

1997 – 2003

Pamantasan ng Lungsod ng Maynila

(University of the City of Manila) 744 General Luna 1002 Manila

Physical Therapist Registered in the Philippines (PTRP)

License Number: 0016850

Aug 7 2003

Social Media: [marygrace.d.felipe/](#) /in/marygracefelipe/

+639173213058