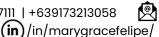
# Mary Grace D. Felipe, PTRP



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iamgracefelipe@gmail.com



n Dasmariñas Cavite 4114

/iamgracefelipe.github.io/portfolio/



COMPETENCY LEVEL web technologies HTML5, CSS, JavaScript

## version control GitHub

### management

Financial, Analytical, Documenting Researching, Scheduling, Microsoft Office

#### marketing

Digital Marketing, Design | Layout Photos | Videos, Social Media Platform, Facebook Meta, Google Analytics, Google Trends, Adobe Lightroom, Adobe Rush, Canva, CapCut

#### 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

Statement of Achievement JavaScript Essentials 1 December 6 2024 (CISCO Networking Academy and OpenEDG JS Institute) JavaScript Essentials 1 - Credly

# PROFESSIONAL DEVELOPMENT

## **Business Owner**

2023 - current

#### Jade Dragons Travel and Tours

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

- Prepare and manage budgets, forecasts and financial reports
- Monitor revenue, costs and profitability, identifying areas for improvement
- 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| License Number:0016850 Aug 7 2003 Physical Therapist Registered in the Philippines (PTRP) (University of the City of Manila) 744 General Luna 1002 Manila