

Mary Grace D. Felipe, PTRP



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/in/marygracefelipe/



/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

- Arrange client's travel plans and itineraries
- Prepares and manages budgets, forecasts and financial reports
- Monitors revenue, costs and profitability, identifying areas for improvement
- Designs, manages social media advertising campaigns that produces high engaging and high-quality content, including graphics, videos for various social media platforms such as Facebook, Instagram, TikTok and LinkedIn.
- Monitors performance analysis and metrics using Google Analytics and Facebook Meta Business platforms to maximize reach and evaluate campaign success, optimize strategies, and improve ROI.

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