

# 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](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