

Mary Grace D. Felipe, PTRP



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/iamgracefelipe.github.io/portfolio/



COMPETENCY LEVEL

web technologies

HTML5. CSS. Responsive Design |
web and mobile compatibility. UI/UX

programming language

JavaScript

version control

GitHub

cms

WordPress

management

Financial. Analytica. Documenting
Researching. Scheduling. MSOffice

marketing

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

sales

goal setting. Prospecting. 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 – 2025

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.

B TTC 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