



## PERSONAL INFORMATION

### Present Address

Lot 24 Acacia Place  
Salvador Ext., Cebu City

### Permanent Address

Blk. 4 Lot 22 Ph 4 Colorado Dos  
Jubay, Liloan Cebu

### Contact

Phone: +63 935 565 2706

E-mail:

[mgrace.f2016@gmail.com](mailto:mgrace.f2016@gmail.com)

**Birthdate:** July 24, 1984

**Nationality:** Filipino

**Religion:** Roman Catholic

### Skills:

- ❖ MS office applications
- ❖ Google Suite (Google Docs, Google Sheets and other Google Applications)
- ❖ Communication
- ❖ Adobe Photoshop
- ❖ Canva
- ❖ Graphic design
- ❖ Video editing
- ❖ Photography
- ❖ Content writing
- ❖ Basic word press
- ❖ Social media management
- ❖ Administrative tasks
- ❖ Customer service
- ❖ Sales
- ❖ Email management
- ❖ Calendar management

# Mary Grace P. Fernandez

## EDUCATION

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*BA MASS COMMUNICATION (Graduated 2013)*

Mater Redemptoris College  
San Jose City, Nueva Ecija

*BA PSYCHOLOGY (Graduated 2004)*

University of the Philippines Cebu College  
Gorordo Avenue, Lahug Cebu City

## EMPLOYMENT EXPERIENCE

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*SOCIAL MARKETING OFFICER (August 2023-December 2023)*

(Contract of Service)

Department of Social Welfare and Development  
Brgy. Carreta, Cebu City

*EXECUTIVE ASSISTANT (April 2022 – June 2023)*

Go Virtual Assistants Inc.  
I.T. Park, Lahug Cebu City

*ADMINISTRATIVE ASSISTANT (January 2021 – April 2022)*

Community of St. John  
Good Shepherd Rd., Banawa Cebu City

*COLLECTIONS OFFICER (July 2020 – December 2020)*

Concentrix  
I.T. Park, Lahug Cebu City

*ADMINISTRATIVE ASSISTANT (July 2019 – July 2020)*

Community of St. John  
Good Shepherd Rd., Banawa Cebu City

*ADMINISTRATIVE ASSISTANT (March 2018 – September 2018)*

Enfants Du Mekong  
R. Duterte St. Banawa, Cebu City

*SALES REPRESENTATIVE (Nov. 2006 – April 2009)*

Etelecare Global Solutions  
I.T. Park, Lahug Cebu City

*RECRUITMENT OFFICER (Oct. 2005 – April 2006)*

Rose Pharmacy Inc.  
Guadalupe Cebu City

## LIFE MOTTO

*"Not success but faithfulness."*  
– Mo. Teresa

## MISSIONARY / VOLUNTEER EXPERIENCE

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*Mission VOLUNTEER (April 2022 - Present)*

Pure Heart Philippines  
Archbishop Palace Compound  
Jakosalem St. Cebu City

*VOLUNTEER (April – May 2019)*

Community of St. John  
Good Shepherd Rd., Banawa Cebu City

*PARTICIPANT (September 2018 – March 2019)*

SCHOOL OF LIFE Formation Program  
Community of St. John  
Good Shepherd Rd., Banawa Cebu City

*RELIGIOUS MISSIONARY (April 2009 – August 2017)*

Secular Institute of the Two Hearts  
San Pablo City, Laguna