

Jericho Mancia

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<https://kikom.site>



IT professional with a Master's in IT, passionate about building efficient systems and designing software that simplifies work. With experienced in leading teams, streamlining processes, and developing solutions that improve operations. With background in UI/UX and database design ensuring both functionality and a seamless user experience. Dedicated to mentoring teams, fostering collaboration, and creating an environment where innovation thrives. Committed to driving digital transformation and helping businesses succeed.

WORK EXPERIENCE

2021 – Now **Information Technology Manager (Software Development)**
Boss Cargo Express Freight Services Inc.

Project Management

- Develop project plans, define timelines, and allocate resources effectively.
- Work closely with BA and SA to gather and analyze business requirements, document processes, design system architecture and database structures, and create UI/UX wireframes to translate business needs into functional solutions.
- Oversee projects, monitor progress, and resolve issues in real time.
- Identify potential risks and implement strategies to ensure project success.
- Check and maintain project documentation, including status reports, meeting minutes, and key project artifacts.
- Conduct profit and loss analysis and manage the IT budget to optimize financial and operational performance.

Team Management & Leadership

- Develop procedures, policies, and programs to enhance team productivity.
- Conduct regular team meetings to align goals, discuss progress, and address challenges.
- Provide coaching and mentorship to support team members growth and skill development.
- Organize team bonding activities to foster collaboration and a positive work environment.

Additional Responsibilities

- Served as the brand champion, ensuring the team embodied the company's vision, mission, and culture.
- Designed office and branches layout and converting them into 3D models using SketchUp

2018 - 2021 **Software Division Supervisor / Developer**
Socioking Inc.,

- Led a team, ensuring timely delivery of projects and maintaining high-quality standards.

- Prepared performance reports and proposed strategies to optimize collaboration across departments
- Designed, developed, and maintained key systems and websites, including:
 - Warehouse management system
 - E-commerce website - Developed using WordPress, WooCommerce and Elementor Integrate payment gateway
 - Membership system integrated to e-Commerce
 - Company asset monitoring and management system

EDUCATION

2019 – 2023 **Masters of Information Technology**
Pamantasan ng Lungsod ng Muntinlupa

2014 - 2018 **BS Information Technology**
Pamantasan ng Lungsod ng Muntinlupa

SKILLS

- | | |
|-----------------------------------|---------------------------------|
| • IT Project Management | • WordPress |
| • Business Analysis | • Elementor |
| • System analysis | • WooCommerce |
| • Design of Database Structure | • Bootstrap, Tailwind |
| • UI/UX Design and prototyping | • Adobe Photoshop & Illustrator |
| • CSS | • Figma |
| • HTML | • Slack |
| • JavaScript, React, Ajax, jQuery | • ClickUp |
| • PHP, Laravel | • Trello |
| • C# .Net | • Eraser.io |
| • MySQL & SQL Server | • Draw.io |
| • Git & GitHub | |

OTHER PROJECTS

Pamantasan ng Lungsod ng Muntinlupa

- Part-time Instructor

Ilayang Yuni National High School

- Developed Employee and Timekeeping management with Chatbot AI using Mistral integrated to local database.

Transequip and Sinoequip Corporations

- Official website
- Warehouse Management System

BASIC INFORMATION

Age: 31
Date of birth: July 18, 1993
Birthplace: San Francisco Quezon Province
Civil status: Married



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