

HIMA VINCENT

Website Content Manager

Melbourne | himavincent@outlook.com

SUMMARY

Aspiring technical professional with a strong foundation in website management and content strategy. Over six years of experience in creating, optimising and managing online content, in addition to a background in quality assurance within the banking and financial sector. Skilled in web technologies, with hands-on experience in Agile methodologies. Passionate about expanding technical expertise through continuous learning, hands-on training and mentorship.

EDUCATION

Bachelor of Engineering (Applied Electronics & Instrumentation)

2006 - 2010

University of Calicut

TECHNICAL SKILLS

Methodologies: Agile & Waterfall

Content management: WordPress

Tools: Trello, Google Docs, Google Analytics, Google Sheets, Excel, Word, Cloudflare

PROFESSIONAL EXPERIENCE

Website Content Manager, CodeMyUI

May 2015 - Jan 2021

- Managed content on CodeMyUI, a website dedicated to providing informative articles about coding and user interface design.
- Conducted keyword research to identify topics to write about and plan content calendars.
- Worked with multiple freelancers to produce content, including providing content outlines and editing and reviewing the final output.
- Managed editorial calendars and schedules to ensure that content is published on time and meets the highest quality standards.
- Provided mentorship and guidance to new writers on the website's style and tone to meet the established quality standards.
- Collaborated with designers and developers to implement various fixes on the website, including performance, conversion rate optimization (CRO) and search engine optimization (SEO) related changes.
- Monitored website analytics and performance metrics to identify areas of improvement and develop strategies to increase website traffic and engagement. This shows my ability to dig down into data to extract meaningful information from them, then pass it on to the team to create content that drives traffic.
- Conducted research on industry trends and used these findings to brief writers on content requirements.

- Stayed up-to-date with the latest trends and news related to coding and user interface design to ensure that CodeMyUI remains a reliable source of information for its readers.

QA Analyst, UST Global

Mar 2011 - Aug 2012

Equifax GIS – Canada Credit Watch (CCW) & Personal Solutions

- Gained expertise in testing applications and services for the banking sector, ensuring alignment with user requirements and integration processes.
- Attended Agile Scrum daily stand-ups, sprint planning, and release updates, facilitating clear communication between stakeholders, business analysts, and development teams.
- Analysed user stories and gathered requirements, ensuring effective communication between stakeholders, business analysts, and development teams.
- Helped draft test documentation and troubleshoot technical issues, deepening my understanding of software development methodologies.
- Worked with onshore and offshore QA teams to ensure clear requirement communication and thorough testing.
- Prepared detailed test plans, test scenarios, and test conditions based on user stories.
- Developed test cases for diverse scenarios at the beginning of each sprint to ensure thorough test coverage.
- Developed and maintained Requirements Traceability Matrix (RTM) to map test cases with requirements for full coverage.
- Executed test cases, raising and tracking defects through Quality Center and INAV.
- Performed end to end testing (E2E Testing) of complete order flow from order creation through Java web application to order completion on Siebel backend.
- Performed Java / FatWire UI web application testing and functional testing on Siebel backend.
- Executed SQL queries in Oracle to validate backend data integrity.
- Prepared UAT test data for user acceptance testing.
- Conducted browser compatibility testing across multiple browsers to ensure cross-browser functionality.
- Collaborated regularly with Stakeholders, Client Managers, Database Administrators, Network Administrators, and Application Users across various departments to ensure smooth system operation.

PERSONAL ATTRIBUTES

- Quick to learn and adapt in fast-paced environments, embracing new challenges with enthusiasm.
- Strong analytical and problem-solving skills, with a sharp focus on detail and quality.
- Excellent interpersonal communication skills, fostering collaboration within teams and across departments.
- Passionate about technology and committed to continuous professional growth.

REFEREES

Available on request.