

### Summary of Work Experiences

#### Business Process Architect for Nobia Denmark's Sales Administration System

Global Process Managers Inc.,  
Nobia Account

February 2015 – Present

- Explores, documents, and clarifies change requests received from Nobia Denmark's IT and business departments.
- Creates, updates, and maintains the Sprint and Development documentation including man-hour estimations, sprint items, daily meeting action items, and so on.
- Serves as first level go-to person for application functionality questions in Manila.
- Performs User Acceptance Testing of candidate application builds.
- Participates in daily meetings for release concerns and updates.
- Participates in semi-regular meetings about the release of new products from the pipeline.

#### Consultant Technical Writer for Accenture's Avanade Connected Methods Team

Accenture Manila Delivery Center,  
Avanade Account

September 2012 – February 2015

- Created high-level to detailed sprint items that serve as work items for the GDM Methods Team in Accenture. Sprint items include time estimates, degree of automation, level of review, and delivery schedule.
- Produced sprint-related reports such as the sprint plan, schedule, capacity, DoD, and retrospectives, and serves as a liaison between Manila and US teams.
- Created, updated, and reviewed development methodology and development process documents.
- Developed video and deck training modules in collaboration with US product owners.
- Developed and designed Microsoft SharePoint sites.
- Developed VBA macros for automation of tasks.
- Functioned as a business analyst for tools development.
- Functioned as an officer in charge when Team Lead and managers were unavailable or on leave.

#### Consultant Excel VBA and Website Developer for KDC/ACE-U Project

World Bank Philippines

June 2014 – July 2014

- Developed a set of data-gathering tools that enabled collection, summarization, and visualization of data from various universities in the Philippines.
- Created the website for the World Bank KDC and ACE-U project:  
<https://sites.google.com/site/kdcphilippines/>

#### Senior Technical Writer for Misys Philippines

Misys Philippines

July 2011 – September 2012

### Character Highlights

- Highly analytical and data obsessive.
- Can visualize and prevent potential error mechanisms during the design stage.
- Maintains a high standard for himself and for the team.
- Level 3 Project Euler Participant.
- ITIL-certified and deeply knowledgeable of its strengths and follies.
- Clear communicator and organized note taker.
- Flexible and able to fill-in a wide spectrum of roles from the very specialized to the very general.

### Software and Concepts Skill Set

Business/Publishing	Development
Microsoft Visio	Delphi/Pascal
Microsoft Onenote	SQL Server Management Studio
Madcap Flare	ITIL V3 Foundation
Adobe Robohelp	Agile Development
Microsoft SharePoint	HTML
Microsoft Infopath	VBA
C3/D3	Visual Studio
Numara	Team Foundation Server
Wordpress	JavaScript
Xwiki	Python

- Created documentation plans based on the requirements of Misys banking products. This responsibility included creating the delivery schedule from draft to final, recommending the type of documents to deliver, expected person-hours, documentation tools and so on.
- Coordinated with various development teams for the technical accuracy of documents.
- Former member of the Misys global technical editors that regularly met for documentation quality assurance.
- Former member of the Misys Peak Club, a committee of volunteers who planned and coordinated company outings and outreach programs.

#### Senior Technical Writer for Electronic Arts Project

ESS Manufacturing Company  
Incorporated (EMCI)

July 2009 – July 2011

- Gathered, interpreted, and organized network information to support the online and multiplayer functionalities of games produced by various Electronic Arts (EA) studios.
- Initiated periodic document reviews to keep the support documents up to date and at par with current standards.
- Conducted training and knowledge transfer sessions with other writers on technical and non-technical topics.
- Attended EA regional IT change management meetings to represent the interests and needs of the documentation team.

#### Technical Writer

Lawson Philippines Solutions and  
Services Center (PSSC)

August 2007 – July 2009

- Analyzed, generalized, and documented resolved customer cases for the Lawson Knowledge Base system.
- Specialized on Supply Chain Management and Procurement cases
- Conducted peer-review of technical articles for quality control.
- Implemented revisions to the Lawson Knowledge Base language standards.
- Held weekly Post-mortem meetings for quality assurance and group discussions.
- Served as officer in charge when manager was on-leave.
- Achieved the highest performance evaluation rating among Knowledge Base peers in TalentView (Lawson's internal 360-degree rating system).
- Received the Lawson Outstanding Contribution award and the Eureka award related to documentation productivity and innovation.

#### Technical Writer for Nortel Project

ESS Manufacturing Company  
Incorporated (EMCI)

November 2006 - July 2007

- Created, updated and reviewed technical documentation for Nortel telecommunication equipment.

#### Awards Received

- › Finalist, National Institute of Singapore's Quantum Shorts Short Story Writing Contest, 2015
- › Lawson Outstanding Contribution Award, 2008  
Joint winner, Lawson Eureka Award, 2008
- › Highest Lawson TalentView performance evaluation rating, 2008
- › 1st place, short story writing contest sponsored by The New Builder in 2002, and 2003

#### Professional Exams and Trainings

- ITIL V3 Foundation Certification  
Pasig, 2017
- Technical Writing and Game Technology Training  
EA headquarters, California, 2009
- Dale Carnegie Personality Development Training  
Lawson, 2008
- Nortel Networks Cellular Technology Training  
ESS Manufacturing Inc., 2007
- Professional Regulatory Commission  
Electronics and Communications Engineering  
Licensure Examination Passed April 2004

#### Education

- Basic Spoken Chinese Level 1  
Ateneo de Manila Confucius Institute  
Completed September 2010
- Mapua Institute of Technology  
Bachelor of Science in Electronics and  
Communications Engineering  
Graduated, 2004