PERSONAL DETAILS

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Malaybalay City, Bukidnon Philippines

SKILLS

- **Testing & QA:** Test case creation & execution, Third-party API testing, Functional/Non-functional testing, Regression testing
- **Web Platforms:** WordPress, WooCommerce, OpenCart, Wix, Webflow, Shopify
- **Tools & Technologies:** QGIS, LambdaTest, MarkUp, Google Spreadsheets
- **SEO & Data Management:** Basic SEO, website management, content uploading

WORK EXPERIENCE

Philippine Statistics Authority (PSA) - Region X
Map Data Processor - Shift Supervisor   **Sept 2024 - Dec 2024**

- **Leadership & Management:** Supervise daily operations to facilitate the processing of regional maps per barangay, ensuring smooth workflow, staff efficiency, and adherence to government policies and procedures.
- **Project Tracking:** Develop and maintain a Project Management tracker using Google Spreadsheets to monitor the progress and performance of each Map Data Processor, including assigned, pending, and submitted tasks, as well as the total map data processed per day and remaining workloads.
- **Data Management:** Import all map-related files and allocate them as workloads within the data processing system.
- **Quality Assurance & Validation:** Review, assist, and identify inconsistencies in submitted tasks using QGIS and DPS validation checks to ensure data accuracy and compliance.
- **Reporting & Monitoring:** Generate weekly reports on MDP activities, processed data, and shift-related issues, providing insights to upper management for performance evaluation and process improvement.

Locus Digital
Web QA Tester   **Feb 2024 - June 2024**

- **Identified and Documented Website Errors:** Utilized MarkUp and LambdaTest applications to identify, document, and report website errors, enhancing overall site performance and reliability.
- **Created Developer Feedback:** Compiled detailed feedback for developers to prevent recurring programming errors, improving code quality in future projects.
- **Monitored Issue Resolution:** Assisted in overseeing the resolution of MarkUp comments and other feedback, ensuring timely and effective issue management.
- **Collaborated with QA and Project Teams:** Worked closely with the QA team, project managers, and designers to update and refine QA documentation and guidelines, aligning them with evolving testing processes and standards.
- **Participated in Retrospectives:** Engaged in retrospective meetings to review testing processes, contributing actionable insights for continuous improvement.

- **Proposed and Implemented Testing Enhancements:** Developed and implemented innovative solutions to improve testing efficiency and effectiveness, contributing to higher quality deliverables.
- **Updated Sales Conversion Guides:** Managed ad hoc tasks including the revision of Conversion Guides to support the Sales Team in optimizing customer lead management and conversion strategies.

Firstcom Solutions Technology Inc.
Senior Web QA Tester   **Nov 2017 - Aug 2023**

- **Manual Testing & Evaluation:** Conducted manual testing for various eCommerce website functionalities, including UI/UX evaluation and cross-browser testing, with a focus on mobile responsiveness and project-specific requirements.
- **Test Case Development & Execution:** Developed and executed comprehensive test cases and scenarios, meticulously recording, assessing, identifying, logging, and reporting website bugs and glitches to ensure site reliability.
- **Defect Monitoring & Resolution:** Reduced website defects by 30% through proactive issue tracking and collaboration with developers, leading to a 20% improvement in website performance.
- **Cross-Functional Collaboration:** Worked closely with developers, project managers, and clients to ensure a shared understanding of website functionalities and requirements, enhancing project outcomes.
- **Leadership & Training:** Led and trained a team of 3-4 intern QA testers, guiding them in reporting issues, sharing insights, and contributing to problem-solving, fostering a collaborative QA environment.
- **Documentation & User Support:** Created comprehensive user guides for website applications and QA testing guidelines, and provided user support for tasks such as content uploading, web scraping, and data migration.
- **Functional/Non-Functional, Regression & UAT:** Assisted in user support and maintenance tasks, including product inventory imports using site plugins and applications, to ensure successful Functional/Non-Functional, Regression and User Acceptance Testing (UAT).

Adventus IT Services (Phil.) Inc.
Operations Executive   **Apr 2016 - Nov 2017**

- Responsible for the company's managed-service procedures and operations for its southeast asian countries such as creating Sales Orders, Purchase Order, and Inventory Management which includes Forecasting and Logistics Processing.

Provincial Government Office, IT Dept - Bukidnon
Intern   **Feb 2015 - Mar 2015**

- Assisted and provided support in database management and maintenance.

EDUCATION

Bachelor of Science in Information Technology | Central Mindanao University   **2011 - 2015**