JOSSA MARIE ADVINCULA

Bachelor of Science in Information Systems
Ambion Building, Cupang Sta. Teresita, Alabang, Muntinlupa City, Metro Manila
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OBJECTIVES

An enthusiastic and dedicated individual ready to embrace challenges, leveraging academic knowledge and skills to gain hands-on experience in real-world settings while committed to driving the success of the organization. Aspiring to be a Project manager but open to any roles where I can contribute effectively.

EDUCATIONAL ATTAINMENT

Academic Year Graduated	School / University
2022 - 2025	**La Verdad Christian College Inc. Apalit, Pampanga** Bachelor of Science in Information Systems *3 Deans Lister & 1 Presidents Lister Awardee*
2019 - 2021	**Information and Communication Technology Major in Computer System Servicing** Coron School of Fisheries Senior High School *With Honors*
2017 - 2018	**Coron School of Fisheries** High School
2012 - 2013	**Claudio Sandoval South Elementary School** Coron, Palawan *With Honor*

SKILLS AND TOOLS

SOFT SKILLS

- Leadership
- Teamwork
- Problem-Solving
- Critical thinking
- Efficient and Productive

- Effective Communication
- Perform well under pressure
- Responsibility
- Organizing

HARD SKILLS

- Web Designer / UI/UX Designer
- Project Coordination & Task Tracking
- Research and Documentation
- Data Analysis

- Basic Web Development (HTML , CSS , PHP and Javascript.)
- Basic SDLC and Agile Knowledge
- Quality Assurance (Manual Testing)
- IT Technical Support

TOOLS

- Figma
- Azure DevOps
- Google Workspace

- ClickUp
- Notion
- Jira
- Slack

EXPERIENCE AND COMPETENCIES

Project Coordinator/Quality Assurance Tester | Hivelabs Technology Company
October 2025 - Active

- Coordinated project tasks and monitored progress to support timely delivery
- Conducted manual QA testing to identify bugs, functional issues, and usability concerns
- Documented test cases, test results, and clearly reported defects to the development team
- Provided technical support by assisting users with system-related issues and basic troubleshooting.

- Collaborated with developers and stakeholders to ensure quality standards and project alignment

Product Owner | Pro-Solution Technology Co. | Malolos City, Bulacan

August to September 2025

- Managed project requirements and prioritized product features based on business needs
- Coordinated between stakeholders and development teams to ensure clear communication
- Reviewed deliverables to ensure alignment with project scope, timelines, and quality standards
- Supported decision-making to help ensure on-time and successful project delivery

MIS Intern | Laverdad Christian College, Inc.

February - May 2025

- Provided IT technical support under the Management Information Systems (MIS) Office
- Assisted in basic troubleshooting of hardware, software, and system-related issues
- Supported daily IT operations and documentation tasks
- Gained hands-on experience in IT support and system management

Applicant Tracking and Employee Training System
Human Resources Department

Capstone Project August 20245 - June 2025

Roles: Project Manager, UI/UX Designer, Documenter, SQA
- Led project planning, task coordination, and timeline management
- Designed user-friendly UI/UX based on HR workflow requirements
- Created system documentation including requirements, user guides, and reports
- Conducted software quality assurance testing to ensure system functionality and usability

Student Assistant – MIS (Management Information Systems) Office

October - November 2024

- Provided technical support to faculty, staff, and students
- Assisted in troubleshooting hardware, software, and basic network issues
- Supported system maintenance, data handling, and office IT operations
- Helped ensure smooth daily MIS office activities

ApexHubSpot Booking System

Course: Project Management

Role: Product Owner & Business Analyst

- Defined system requirements and business needs for the booking platform
- Prioritized features and managed product scope throughout development
- Coordinated with team members to align technical solutions with business goals
- Reviewed system outputs to ensure functionality met project requirements

Reviewer App in Laravel using REST API (2023)

Course: Application Development

Role: Programmer

Alert App using React Native (2022- 2023)

Course: Application Development

Role: UI/UX Designer

Web Inventory Tracking System for NCR North District Business Department Mini Capstone Project (2022- 2023)

Course: System Analysis and Design

Role: Project Coordinator & Documentation

OTHERS

Leadership Experience in Association of ICT Majors

AIM – Secretary and Records | *2024 – 2025*

- Maintained and organized official records, documents, and meeting notes
- Assisted in coordinating ICT-related activities and initiatives
- Supported leadership functions through proper documentation and communication