Kent Warren Menchavez
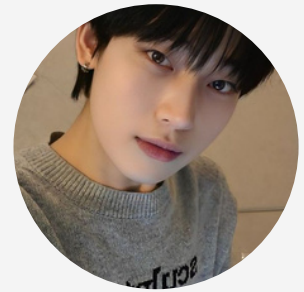
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Skills Summary

Programming and Web Development

- **Front-end Web Development** - HTML5, CSS3, Bootstrap 4.2.6, Wireframes and Mock-ups, Git and Github, Vercel
- **Back-end Development** - JavaScript, Node.js, Express.js, MongoDB, Postman, Rest API
- **Full Stack Development** - React.js, JS DOM Manipulation, API Integration with Fetch, SDLC and Trello

Data Validation and Analysis

- **Data Analysis** - Excel, Google Sheets, Apps Script, Macro, SQL, R
- **Data Visualization** - MS Powerpoint, Tableau, Google Charts

Work Experience

Order Management Associate | Converge ICT Solutions, Inc. | Oct 2020 - *present*

2020

- Pioneered operations in the VisMin region by establishing productivity, job order, and nap utilization databases on Google Sheets.
- Validated over 100 applications daily during the peak of the pandemic.
- Assisted colleagues in optimizing their workflows in spreadsheets, offering guidance on advanced functions.

2021

- Contributed to enhancing the end-to-end order management process by providing insights and feedback to the immediate manager, resulting in a faster conversion of sales turn-ins and a reduction in compliance issues.
- Initiated a comprehensive job order sheet, utilized by cross-functional departments such as Sales and Dispatch Teams which enhanced workflow efficiency through real-time monitoring and status updates.
- Successfully managed the end-to-end process of VIP and complimentary accounts, ensuring a high-level of customer satisfaction.
- Helped resolve customer complaints during the onslaught of Typhoon Odette, working overtime to address the surge in applications as internet access became crucial for all types of individuals.

2022

- Redesigned the productivity Google Sheet for faster monitoring, incorporating Pivot, Google Form integration, and Apps Script to handle substantial increase of data volume. Also, acted as a Quality Analyst for Managing Services Partners, randomly checking and evaluating their data validation processes to ensure adherence to standard procedures.

2023

- Offered user feedback on newly implemented operational tools and systems, contributing to enhancements in their newer versions.
- Improved productivity dashboard by automating key data computations, ensuring enhanced accuracy in pursuit of data integrity.
- Demonstrated commitment by working on some rest days to ensure operational continuity despite staffing challenges.

Accounting Staff | AJK3 Variety Store | Sept 2017 - Sept 2020

- Prepared and filed BIR tax returns.
- Managed orders for a retail load business and assisted in maintaining an inventory system.
- Assisted in managing the owner's other small businesses, including Airbnb rentals and airline ticketing.

Accounting Staff | APK Motor Trading | Mar 2017 - Aug 2017

- Conducted bank reconciliations regularly to ensure accuracy and consistency of financial records.
- Consolidated sales and purchase invoices and generated financial statements.
- Processed payroll computations.
- Managed an inventory database for all auto parts and stocks.

Project Experience

- **Front-end Web Development** - Designed and developed a responsive web portfolio HTML5, CSS3, Bootstrap, and Git for version control; hosted on Github
- **Back-end Development** - Created a suite of projects including a chess game, quiz game, blackjack game, using PyCharm IDE and OOP principles; hosted on Github
- **Full Stack Development** - Developed a React-based web application with API integration and responsive design, utilizing moden JavaScript techniques and DOM manipulation; hosted on Github

Education

Zuitt Web Developer Program

Main Course Package (MERN) - Full Stack Web Development

January 8 - April 8, 2024

Google Data Analytics Professional Certificate

Coursera | Online Certificate

February 2024

BS in Management Accounting - Cum Laude

University of San Jose - Recoletos

March 2017

Additional Skills

- **Strong problem-solving and analytical skills** - Spearheaded the automation of workflows in spreadsheets, enhancing efficiency, which in turn contributed to accurate summary sales reports through reconciliation and system data validation. Also, proposed alternative workarounds for system issues encountered to ensure adherence to standard SLA while maintaining seamless operations.
- **Keen attention to details** - Demonstrated my commitment to precision and efficiency through achieving an average QA score of 96.93% by meticulously validating 31,563 applications at a rate of 120 per day.
- **Adaptable and quick learner** - Conveyed agility and quick learning ability by mastering two new system tools (Orbit and Hobs) and efficiently adapting to any new validation procedures.
- **A collaborative team player -** Contributed to achieving internal sales targets for the VisMin region through collaborative efforts and effective communication between departments.