

# Kent Warren Menchavez

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## Tech Stack

### Web Development

- **Languages** - HTML/CSS, JavaScript
- **Frameworks** - Bootstrap, ReactJS, ExpressJS
- **Tools** - Git, MongoDB, Postman, Figma

### Data Analytics

- **Data Analysis** - Apps Script, Macro, SQL, R, Excel
- **Data Visualization** - MS Powerpoint, Canva

## Work Experience

### Converge ICT Solutions, Inc. | Order Management Associate

Oct 2020 - *present*

- Pioneered the operations in the VisMin region in 2020 by establishing a solid end-to-end order fulfillment process.
- Contributed to the design and implementation of the initial productivity, job order, and port utilization dashboards.
- Processed over 100 applications on daily average, with a peak of 180 during the height of the pandemic.
- Assisted colleagues in optimizing their workflows in spreadsheets, offering guidance on advanced functions.
- 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.
- 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.
- Contributed to the continuous improvement of system tools and processes by giving user feedbacks and insights.

### AJK3 General Merchandising | Accounting Specialist

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.

### JKing and Sons Co., Inc. | Accounting Specialist

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

- **Web Portfolio** – Designed and developed a responsive portfolio using HTML, CSS, Bootstrap, and Git for version control; hosted on [Github](#)

## Education

### Zuitt Web Developer Program

MERN – Full Stack Web Development

January 8 – *present*

### 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.