



John Kevin P. Llaneta

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FUNCTIONAL DOCUMENTATION ANALYST

Personal Information

BIRTHDATE	June 16, 1997
AGE	26
SEX	Male
CIVIL STATUS	Single
NATIONALITY	Filipino
WEIGHT	50kgs / 112lbs
HEIGHT	5'5 Ft / 167cm

Education

Access Computer College (Recto)

2016-2021
BS in Computer Engineering
Recto Ave, Corner Quezon Blvd,
Quaipo, Metro Manila

Potrero National High School

2010-2014
Dunwoody St. Univ. Hills Subd,
Malabon City

Potrero Elementary School

2009-2010
Mac Arthur Highway Potrero
Malabon City

Technical Skills

Communication

Interpersonal Skills

Critical Thinking

Problem solving

Negotiation

Research

Software Testing

Teamwork & Collaboration

Career Objective

To secure a challenging position in a reputable organization to Expand my learnings, knowledge, and skills. Secure a career opportunity to fully utilize my skills, while making a significant contribution to success of the company.

Experiences

Functional Documentation Analyst

May 02, 2023 – Present

Manila Harbor Center Port Services Inc.

Manila Harbour Centre Mel Lopez Blvd., Vitas,
Tondo Manila 1013, Philippines

- Defines the functional, usability, reliability, performance, and support requirement of a system serves as a business subject matter expert, and act as a liaison between the business and IT.
- Provides the link between the technical and the business views of the system by ensuring that the technical solutions being developed will satisfy the needs of the business.
- Leads system requirements definition, design, training, and implementation support.
- Works with the team to assist in the development of system training documentation and provides training to end users.
- Assist with developing use cases.
- Conducting analysis, measuring various areas of performance, developing process improvement analysis.
- Being able to map the requirement of the customer to the capabilities of the homegrown and ERP System and Perform gap analysis and working out the best way to deal with any gap in between.
- May also required in reviewing and creating documentation containing all design and functional requirements such as User Requirement Specification and User's Manual and other documentation tools and make sure a timely update for all documents.

Technical Support / Software Tester

July 01, 2021 – March 29,2023

Chase Technologies Corporation

5268 Diesel Street Palanan, Makati City

- Assisting Clients Through Remotes (Anydesk App, TeamViewer) or Onsite
- Maintaining or Repairing of Computer Equipment.
- Performs troubleshooting of a variety of computer issues.
- Installs hardware and software systems.
- Provides services associated with the installation, movement, maintenance, and accountability of hardware items.
- Getting Information/Concern from Client to improve process flow of ERP SYSTEM.
- Implementing ERP SYSTEM.
- Training End users of ERP SYSTEM.

Software Experiences

- Office 365
- Jira Software
- SQL Server Management Studio 19
- Canva
- Miro
- Capcut
- Figma
- Visual Basic 6.0
- Visual Fox Pro
- Anydesk
- TeamViewer

Operating Systems

- MS Windows Server 2008 R2/2012
- MS Windows 7 - 11

- Knowledge in POS.
- Presenting existing Key features, Flow Charts, Revision/Modification to the Client.
- Manual Testing of revised/modified version of software from start to finish.
- Collaborating with the Project Manager, Developer to Improve the software or what to revise/modified its either in the formula, process flow, New Module or UI.
- Handle Multiple projects at the same time.
- Doing Test scripts, Test Scenarios, Test Cases and analyzing the data in the report whether some data is missing or untallied.
- Preparing & Managing Test Environment
- Creating End User's Training Manual & Flow Charts
- Knowledgeable in Waterfall & Agile Methodologies
- Conducting Functional Testing, Smoke Testing, Integration Testing, Regression Testing, System Testing, Black Box Testing, API Testing and UAT.
- Report, escalate, and analyze test findings.

Technical Skills

- Knowledgeable using Jira Software such as Jira Project Management, Service Management, and Confluence.
- Knowledgeable in Microsoft Office: MS word, PowerPoint Presentation, Excel and Visio.
- Problem-solving skills coupled with the ability to recognize potential roadblocks before they arise.
- Knowledgeable in video editing for vlogging and end user's manual.
- UI Designing using Figma
- Good verbal and written communication skills.
- Analytical Skills, Critical Thinking.
- Decision making, planning & execution.
- Attention to Detail.
- Team Player, Diplomatic & Assertive.
- Adaptable & Constantly Learning.

Projects

Terminal Work Planning System

- A web application that modernizes and optimize the creation of workplans for incoming vessels.
- Drag and Drop functionality.
- Increase Efficiency from 4 hours to 1 day of workplan creation it reduces into 15 minutes to 40 mins.
- Reduced human error since there will be less manual encoding to be performed.

Seminars Attended/Achievements

- Software Quality Assurance Manual Testing ISTQB Certification Foundations Training at MSTCONNECT (March 4-5, 2023)

Character references

Rommel Karlo Ordonio
09761661953
IT Delivery Manager
Metrobank

Anthony Pureza
09062175334 / 09238136862
Store Manager
Computer Village.com
Computer Graphics
Bldg. #25, 2nd Level Gilmore Ave. Q.C

I hereby certify that the above statements are true and correct to the best of my knowledge.


JOHN KEVIN P. LLANETA