



## EDUCATION

### Master of Information Technology

Pamantasan ng Lungsod ng  
Muntinlupa  
2019 – 2023

### BS Information Technology

Pamantasan ng Lungsod ng  
Muntinlupa  
2014 – 2018

### Ilayang Yuni National Highschool

Quezon Province  
2007 – 2011

### Ilayang Tayuman Elementary School

Quezon Province  
2001 – 2007

## SKILLS

### Software Development

- PHP/Laravel
- API's
- Tailwind
- Bootstrap
- JavaScript
- React.js
- Ajax
- jQuery
- HTML
- CSS
- MySQL / SQL
- Git / GitHub
- WordPress
- Elementor

### Designing and prototyping

- Figma
- Photoshop
- Illustrator
- Sketchup

### Project management

- Clickup
- Trello
- Slack
- Eraser.io
- Draw.io

## WORK EXPERIENCE

### Information Technology Manager

Boss Cargo Express Freight Services  
Las Pinas City 2021–Present

- Developed procedures, policies, and programs to enhance team productivity.
- Gathered requirements, analyzed and documented business processes, designed system architecture and database structures, and created UI/UX wireframes to translate business needs into functional systems.
- Prepared performance reports and proposed strategies to support cross-functional teams.
- Performed Profit and Lost analysis and managed the IT budget to optimize financial and operational efficiency
- Developed and maintained various systems, including:
  - Freight Management System (FMS)
  - Employee Timekeeping Management System
  - Boss Cargo Express Website
  - Wyred Technology Website
- Additional Responsibilities
  - Served as the brand champion, ensuring the team embodied the company's vision, mission, and culture.
  - Designed office and branches layout and converting them into 3D models using SketchUp.

### Software Division Supervisor / Developer

Socioking Inc.

Alabang Muntinlupa 2018-2021

- Led a team, ensuring timely delivery of projects and maintaining high-quality standards.
- Prepared performance reports and proposed strategies to optimize collaboration across departments.
- Designed, developed, and maintained key systems and websites, including:
  - Warehouse management system
  - E-commerce website - Developed using WordPress, WooCommerce and Elementor
  - Integrate payment gateway
  - Membership system integrated to e-Commerce
  - Company asset monitoring and management system

## PERSONAL DATA

Age: 31  
Date of birth: July 18, 1993  
Birthplace: Quezon Province  
Civil status: Married

*I hereby certified that the information above is  
true and correct with all my knowledge.*

  
**Jericho Mancia**