Jericho Mancia

jerichopmancia@gmail.com
+639101011647
https://kiko.goodtech.site
Bayanan, Muntinlupa City, 1772

IT professional and passionate about building efficient systems and designing software that simplifies work. With experienced in leading teams, streamlining processes, and developing solutions that improve operations. With solid background in software development, database design and UI/UX ensuring both functionality and a seamless user experience. Committed to driving digital transformation and helping businesses succeed.

WORK EXPERIENCE

Current   **Information Technology Head (Shared Service)**
W Group Inc. | W Hydrocolloid | Philippine Bio-Industries |
Marine Resources Development

Project & Software Development Management
- Create detailed project plans, define timelines, and allocate resources effectively.
- Act as Business Analyst and System Analyst, gathering and analyzing requirements, documenting processes, designing system architecture, and creating database structures.
- Serve as UI/UX Designer, developing wireframes and prototypes to translate business needs into functional, user-friendly solutions.
- Lead the end-to-end software development lifecycle, from requirements gathering to deployment and maintenance.
- Establish coding standards, best practices, and software quality assurance processes.
- Collaborate with stakeholders to align software projects with business goals.
- Implement Agile/Scrum methodologies to enhance team efficiency and deliverables.
- Oversee integrations with third-party APIs, internal systems, and enterprise solutions.
- Monitor project execution, resolve issues in real time, and ensure successful delivery.
- Research and adopt emerging technologies to maintain system competitiveness and innovation.
- Conduct profit and loss analysis and manage the IT budget to optimize financial and operational performance.

Infrastructure & IT Operations Management
- Oversee network, servers, storage, and cloud infrastructure to ensure stable and secure operations.
- Implement IT policies and procedures covering data privacy, and disaster recovery.
- Manage hardware/software procurement and license compliance.
- Supervise IT Support services to resolve user issues efficiently and improve service desk performance.

2021 – 2025   **Business Technology Manager**
Boss Cargo Express Freight Services Inc.

Project Management
- Create project plans, define timelines, and allocate resources effectively.
- Work closely with BA and SA to gather and analyze business requirements, document processes, design system architecture and database structures, and create UI/UX wireframes to translate business needs into functional solutions.
- Oversee projects, monitor progress, and resolve issues in real time.
- Identify potential risks and implement strategies to ensure project success.
- Check and maintain project documentation, including status reports, meeting minutes, and key project artifacts.
- Conduct profit and loss analysis and manage the IT budget to optimize financial and operational performance.

Team Management & Leadership
- Develop procedures, policies, and programs to enhance team productivity.
- Conduct regular team meetings to align goals, discuss progress, and address challenges.
- Provide coaching and mentorship to support team members growth and skill development.
- Organize team bonding activities to foster collaboration and a positive work environment.

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

2018 - 2021   **Software Division Supervisor / Developer**
Socioking Inc.,
- 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

SKILLS

- IT Project Management
- Business Analysis
- System analysis
- Design of Database Structure
- UI/UX Design and prototyping
- CSS
- HTML
- JavaScript, React, Ajax, jQuery
- Angular & Ionic Cordova
- PHP, Laravel
- C# .Net
- MySQL & SQL Server
- Postgres Supabase
- WordPress
- Elementor
- WooCommerce
- Bootstrap, Tailwind
- Git & GitHub
- Adobe Photoshop & Illustrator
- Figma
- Slack
- Jira
- ClickUp
- Trello
- Eraser.io
- Draw.io

EDUCATION

2019 – 2023 **Masters of Information Technology**
Pamantasan ng Lungsod ng Muntinlupa
2014 - 2018 **BS Information Technology**
Pamantasan ng Lungsod ng Muntinlupa

TRAININGS & CERTIFICATES

2025 **Lean Six Sigma White Belt**
Council of Six Sigma Certification (CSSC)
2025 **Agile & Scrum project management**
Udemy online certification
2018 **Best Capstone Project**
ATIS – Academic Information System

OTHER ACTIVITIES

- **Pamantasan ng Lungsod ng Muntinlupa**
Part-time Instructor
- Developed and maintained employee and timekeeping management with AI Chatbot using Mistral-AI integrated to local database.

BASIC INFORMATION

Age: 32
Birthplace: San Francisco Quezon Province
Civil status: Married
Languages: Tagalog, English
Nationality: Filipino

Jericho Mancia