

# Jericho Mancia

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Bayanan, Muntinlupa City, 1772



IT professional with a Master's in IT, 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

### 2021 – 2025 **Business Technology Manager (Software Development)**

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           | • WordPress                     |
| • Business Analysis               | • Elementor                     |
| • System analysis                 | • WooCommerce                   |
| • Design of Database Structure    | • Bootstrap, Tailwind           |
| • UI/UX Design and prototyping    | • Adobe Photoshop & Illustrator |
| • CSS                             | • Figma                         |
| • HTML                            | • Slack                         |
| • JavaScript, React, Ajax, jQuery | • Jira                          |
| • PHP, Laravel                    | • ClickUp                       |
| • C# .Net                         | • Trello                        |
| • MySQL & SQL Server              | • Eraser.io                     |
| • Git & GitHub                    | • 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

## OTHER PROJECTS

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

## BASIC INFORMATION

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

  
**Jericho Mancia**