



MARY NICOLE YABUT

Technical Writer



Taytay, Rizal, PHILIPPINES



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CERTIFICATION

Civil Service Eligibility (Honor Graduate)

Civil Service Commission – Quezon City, Philippines

- Certificate Number: NCR-240429-6726
100113241742

Six Sigma: White Belt

Online Course – LinkedIn

- Certificate ID: [9fa5363e7dfae41dc9b03bd0f01230eb07bb8daef58790f322a9a2615cf4a74f](#)

EDUCATION

Bachelor of Science in Information Technology, Major in Web Development

iACADEMY – Makati City, Philippines

- July 2018 – August 2022
- “Magna Cum Laude” Honors

KEY SKILLS

- Problem-solving and troubleshooting
- Detail-oriented
- Detailed mentoring
- Knowledge of quality standards
- Process workflow creation and review
- User manual creation
- Stakeholder management
- Improvement plans
- Technical documentation

TECHNOLOGIES

- OpenAPI 3.0
 - Swagger
 - Redocly
- Figma
- GitHub
- Microsoft Office Suite
- Google Workspace Suite
- SAP Products
 - SAP Ariba
 - SAP Fiori
 - S4 HANA
- HTML
- CSS
- Adobe Creative Cloud
 - Photoshop
 - After Effects

PROFESSIONAL EXPERIENCE

Technical Writer

Samsung Electronics Philippines Corporation – Taguig City, Philippines

February 2024 – Present

- Assigned in the Mobile Services Team as a documentation support for Back-end Servers
- Develop and maintains specified documentation for the company’s mobile application available in other territories
- Back-end development API testing assistance before passing through QA testing with API documentation developed with OpenAPI 3.0
- Assistance for the company’s documentation on recent software developments, products, and services
- Evaluate and review documentation that are published in the company’s developer website
- Continuous collaboration with back-end developers, QA teams, and product team

Technical Writer Level 2 – Product and Service Designer

Information Professionals, Inc. – Globe Telecom, Inc. – Taguig City, Philippines

December 2022 – January 2024

- Assigned in the Product, Development, and Engineering Department as a productization support of Product Engineers
- Administering monthly accruals and payout for existing products
- Had direct communication with company partners for financial improvement plans
- Monitoring of ongoing deals and existing accounts for products
- Documented service improvement plans for existing processes
- Assisted in service improvement plans for existing products
- Develop and maintains comprehensive and clear documentation for internal and external stakeholders that meets departmental standards and guidelines
- Obtain a deep understanding of products and services to translate complex product information into simple, polished, and engaging content
- Write user-friendly content that meets the needs of the target audience, turning insights language that sets our users, the internal stakeholders, up for success
- Develop and maintain detailed records of appropriate reference materials, including but not limited to research and design specifications
- Evaluate current content and develop innovative approaches for improvement

UX/UI Developer and Business Analyst

Chimes Consulting – Manila, Philippines

August 2021 – July 2022

- Assigned in the Information Technology Department
- Designed web pages through Figma
- Documented Use Cases, Test Cases, and Requirements for two projects
- Direct communication with clients during development and testing phases
- Assisted testers during User Acceptance Testing phase

Civil Service Commission Certification

NCR-240429-6726



Republic of the Philippines
Civil Service Commission
Quezon City



Certification of Eligibility

This is to certify that

MARY NICOLE T. YABUT

has been conferred a **Civil Service Eligibility** for

(HONOR GRADUATE)

pursuant to Presidential Decree No. 907 under
Certificate Number 100113241742 effective April 8, 2022.

His/Her name has been entered in the official Roster of Eligibles.

Issued this 29th day of April 2024.

By Authority of the Commission

Date of Birth 04/20/2001
Place of Birth PASIG CITY
Book Number SPELS PD907-2024
Date of Issuance 04/19/2024

ATTY. MARY GRACE P. DUGAY
Director III

WARNING:

Illegal use of this certification shall subject the owner and/or perpetrator to administrative sanction and/or criminal prosecution under RA 9416. Any alteration, erasure, or absence of the official dry seal of the Commission shall invalidate this certification.

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