

Kent Warren Menchavez

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🌐 kentmenchavez.github.io/webportfolio

Tech Stack

Web Development

- **Frontend** - HTML 5, CSS 3, Bootstrap, React.js
- **Backend** - Javascript, Node.js, Express.js
- **Tools** - Git, MongoDB, Postman, Figma, Canva

Data Analytics

- **Data Analysis** - Apps Script, Macro, SQL, R, Excel
- **Data Visualization** - MS Powerpoint

Project Experience

- **Web Portfolio** - Designed and developed a responsive portfolio using HTML, CSS, Bootstrap, and Git for version control; hosted on [Github](https://github.com)
- **Cristina** - Developed a React-based web application with API integration and responsive design, utilizing modern JavaScript techniques and DOM manipulation; hosted on [Zuitt AWS server](#)

Work Experience

Benefex | Platform Delivery Consultant

June 2024 - present

- Collaborated closely with customers to gather and document comprehensive, detailed requirements, ensuring alignment with their specific needs.
- Configured the Onehub platform to tailor solutions for clients based in the UK and Ireland, ensuring seamless integration and optimal performance.
- Conducted rigorous QA testing on builds, changes, and defect requests, ensuring high-quality outputs before User Acceptance Testing (UAT).
- Provided expert guidance during the CAT (Customer Acceptance Testing) phase, fostering clear communication, addressing customer feedback, and facilitating a smooth and efficient testing process.
- Efficiently managed and tracked customer support tickets through Jira, ensuring timely resolution of issues within the Business-As-Usual (BAU) process.

Converge ICT Solutions, Inc. | Order Management Associate

Oct 2020 - June 2024

- Pioneered the operations in the VisMin region in 2020 by establishing a solid end-to-end order fulfillment process.
- Contributed to the design and implementation of the initial productivity, job order, and port utilization dashboards.
- Processed over 100 applications on daily average, with a peak of 180 during the height of the pandemic.
- Helped resolve customer complaints during the onslaught of Typhoon Odette, working overtime to address the surge in applications as internet access became crucial for all types of individuals.
- Redesigned the productivity Google Sheet for faster monitoring, incorporating Pivot, Google Form integration, and Apps Script to handle substantial increase of data volume. Also, acted as a Quality Analyst for Managing Services Partners, randomly checking and evaluating their data validation processes to ensure adherence to standard procedures.

AJK3 General Merchandising | Accounting Specialist

Sept 2017 - Sept 2020

- Prepared and filed BIR tax returns.
- Managed orders for a retail load business and assisted in maintaining an inventory system.
- Assisted in managing the owner's other small businesses, including Airbnb rentals and airline ticketing.

JKing and Sons Co., Inc. | Accounting Specialist

Mar 2017 - Aug 2017

- Conducted bank reconciliations regularly to ensure accuracy and consistency of financial records.
- Consolidated sales and purchase invoices and generated financial statements.
- Processed payroll computations.
- Managed an inventory database for all auto parts and stocks.

Education

Zuitt Web Developer Program

Full Stack Web Development - MERN | [Online Certificate](#)

January 8 - April 30, 2024

Google Data Analytics Professional Certificate

Coursera | [Online Certificate](#)

February 2024

BS in Management Accounting - Cum Laude

University of San Jose - Recoletos

March 2017

Additional Skills

- **Strong problem-solving and analytical skills** - Spearheaded the automation of workflows in spreadsheets, enhancing efficiency, which in turn contributed to accurate summary sales reports through reconciliation and system data validation.
- **Keen attention to details** - Demonstrated my commitment to precision and efficiency through achieving an average QA score of 96.93% by meticulously validating 31,563 applications at a rate of 120 per day.
- **Adaptable and quick learner** - Conveyed agility and quick learning ability by mastering two new system tools (Orbit and Hobs) and efficiently adapting to any new validation procedures.
- **A collaborative team player** - Contributed to achieving internal sales targets for the VisMin region through collaborative efforts and effective communication between departments.