

CURRICULUM VITAE OF JEFFREY B. COPIACO



A team leader and prime motivator of Information Technology Schema. Eighteen years of Hardwork and experience on Systems Analysis and Designing in Robust RDBMS Client/Server environment and IT Project management.

A Systems Analyst and the prime mover of various Computerization Projects on Retail, Manufacturing and Accounting solutions. Has deployed various network methodologies for Wide-Area Networking and Local Area Networking requirements.

Developed and maintained various applications such as Retail Softwares, Enhanced Payroll System, Automated Accounts Receivable/Payable and General Ledger System, Dynamic Warehouse System, Computerized Production Planning and Management Resource for Planning (MRP) System. Has broad exposure in Database Management, MRP and Retail Solutions Methodology.

Integration of premise-based-system to web-based enhancement. Harnessing the power of Cloud and Strategic Web computing thru Android tablet and smart-phone application strategy.

A business organizer through application of ISO standardization coupled with Superb People Management skills. An Inspirational Speaker in various Universities for Career Development, System Schema and Team Building Facilitator

Educational Background

Bachelor's/College Degree

Field of Study : Computer Science/Information Technology
Major : BS Computer Science
Institute/University : AMA Computer College, Philippines
Graduation Date : Oct 1995

Certification and Professional Trainings

Web Development in HTML5 and CSS – (2016 - University of the Philippines)
Chartered Business Administration (Mini-MBA) – (2013 - Asian Institute of Management)
Powerbuilder v.9 Programming (2011 - Sybase)
Landmark Forum Graduate (2009 - Asian Institute of Management)
Certified user & Professional Trainer – RetailPro v8 (2005 – Manila, Philippines)
Certified user & Professional Trainer – RetailPro v9 (2008 – Bangkok, Thailand)
ISO 9001:2000 Quality Management System (2004)
ISO Certification and Documentation (2000)
Advanced VB Programming, Informatics Computer Institute, Cainta Rizal (1999)

Employment History

Value Care Health Management System

Position Title : I.C. T. Manager

Position Level : Manager

Specialization : IT/Computer - Network/System/Database Admin

Industry : Health Maintenance Organization

Duration : July 2010 - Present

JOB PURPOSE

- To fully implement a customized Health Management System Solution.
- To improve business processes thru technological advancement schema.
- To innovate and enhance the company website to create a channel for prospect clients and accounts.
- To manage the ICT operation.

WORK DESCRIPTION

- Performs administrative functions in relation with the ICT Department.
- Oversees the administration and maintenance of the company's infrastructure, and directs more junior innovators when necessary
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate staffs. Evaluates work performed by subordinates and implements corrective measures if required.
- Manages and develops upgrades to the company's telephone system at regional level.
- Spearheads and represents all ICT projects. Oversees troubleshooting, systems backups, archiving, and disaster recovery and provides expert support when necessary.
- Developed Disaster Recovery Plan and off-site mirroring system for Business Continuity Contingency.
- Enhances and Administers the Company Website (www.valucare.com.ph)
- Successfully deployed a website for smartphones and an Android Tablet Application downloadable for card members.
- Directly managing the Web Administration Unit and provides new ideas and interactive concepts of the website.
- Review, analyze, check and submit requested and scheduled statistical reports prepared by staff for the management and clients from other departments/sections for various purposes.
- Modifies / Manipulate database records with accuracy and efficiency based on the request of department/section concerned upon approval of the right authorities.
- Editor-In-Chief of VALULINK, the official newsletter of ValuCare.
- Chairman of Health & Safety Committee and Disaster Preparedness of the company.
- Ensures the strict confidentiality of all documents being processed ICT.
- Builds and maintains vendor relationships and manages the purchase of hardware and software products.
- Serves as main point of contact on all ICT-related matters for the office assigned.

Conqueror International, Inc. (Rusty Lopez)

Position Title : I.T. Manager

Position Level : Manager

Specialization : IT/Computer - Network/System/Database Admin

Industry : Fashion Retail

Duration : Oct 2005 – Oct 2009

JOB PURPOSE

- To develop and evaluate solutions for technological advancement of the company.
- Maintain integrity and oversee all existing computerized systems invested by the company.
- To manage the IT operation

Work Description:

- Manages and Administer the implementation of Oracle Financials and Manufacturing.
- Manages the integration of Retail Pro in stores and back-end solutions with complex interface to Oracle Financials.
- Implemented fast and reliable biometric solution to all 135 stores nationwide and integrated with back-end payroll solution in the head office.
- Recommends technological solution for advancement in business processes. Established policies and procedures for stable execution of systems
- Monitors and ensures that all systems are running and IT-related problems are catered by all the department
- Mentors and provides assistance to lower level staffs.
- Monitors and standardized the web presence of the company. Manages all email accounts of users.
- Support Project manager/s of vendors in system deployment.
- Responsible for budget planning that the department may incur in system deployment
- Participates in seminars and training related to Information Technology. (Local and Abroad)
- Appointed by the Company President to be the systems officer of the CORE Group. (2006-2007)

Festive Foods International, Inc.

Position Title : Senior Systems Administrator

Position Level : Manager

Specialization : IT/Computer - Network/System/Database Admin

Industry : Food Manufacturing / Production

Duration : Jun 2004 - Oct 2005

Work Description:

- Administer and Implemented Platinum Software for the Accounting, Sales and Inventory needs of the company. Generated custom-made reports using Crystal Report Writer and reports needed by Marketing Department for Market Analysis and Forecasting.
- Implemented Virtual Private Networking and to remote branches of the company. Re-established the local area network infrastructure
- Administer the Domain and File Servers. Maintain Anti-virus and Firewall Protection
- Implemented Biometric time-keeping system for efficient and accurate payroll generation.
- Manages the company broadband, website and email. Established Internet Policies for Computer and Internet users.
- Initiated Back-up system and Disaster Recovery Plan

Eastway Travelgoods, Inc. (Samsonite and American Tourister)

Position Title : IT Manager

Position Level : Manager

Specialization : IT/Computer - Network/System/Database Admin

Industry : Manufacturing / Production

Duration : Dec 1998 - Dec 2003

Work Description:

- Implemented DBA Software for the Accounting, Sales, Inventory and Manufacturing needs of the company. Generated custom-made reports using Crystal Report Writer.
- Wrote computer programs by coding instructions and algorithms into machine-readable form. Develop user-friendly programs (Payroll and Production planning and Productivity monitoring. Maintained Computerized System by making modifications or troubleshooting as required by users. Tested, Debugged, Document/Manual and conducted user-training
- Implemented Off-site back-up system and recovery systems.
- Deployed the state-of-the-art Fiber Optics Network cabling for Wide-Area Network requirements.
- Established and maintained the companys Internet and Email system via Satellite Broadband.
- Appointed by the company President as Deputy Quality Management Representative for ISO Quality Team
- Elected by Majority as Chairman of Company Labor-Management Council

Uniwide Sales Group of Companies

Position Title : Systems Analyst / Programmer

Position Level : Supervisor / 5 Yrs & Up Experienced Employee

Industry : Consumer Products / FMCG / Retail

Duration : Sep 1996 - Aug 1998

Work Description:

- Generated a Data Flow Diagram and Flow chart of the current System regarding Sales Transactions with supplier.
- Analyzed and Designed a database for the Sales Transactions
- Authored and launched a "Suppliers Transaction System" used by the company's Sales and Marketing department and Accounting Department. Debugged, document/Manual and Implemented Computerized System and conducted users-training.
- Proposed an Internet/Intranet System for the subsidiaries of company for data transfer to all branches nationwide and created the Initial Corporate Website

Smithkline Beecham Pharmaceutical

Position Title : Programmer

Position Level : Fresh Grad / Less than 1 Year

Specialization : IT/Computer - Software

Industry : Healthcare / Medical

Duration : Jun 1995 - Jun 1996

Work Description:

- Developed Promotion Materials inventory management system
- Exposed to the company's Marketing and Sales generalship.
- Designed and developed Promo-materials Monitoring System.

Top Skills

Skill	Years	Proficiency
Project Management	10	Advanced
People Management	10	Advanced
IT Management	10	Advanced
System Development	5	Advanced
Process Standardization	10	Advanced
Systems Analysis and Design	10	Advanced

Languages

(**Proficiency:** 0=**Poor** - 10=**Excellent**)

Language	Spoken	Written
Filipino	10	10
English	10	10
Chinese	5	2

ADDITIONAL INFORMATION

Programming Languages: HTML5, CSS, PowerBuilder 9.0, Visual Basic 6.0, Visual Foxpro 6.0

Databases: Microsoft SQL2014 & Pervasive SQL, MS Access, Foxpro Database

Tools: Qlikview, Crystal Report Writer, Macromedia Flash, Swish, MS Office, Visio 5, Adobe Photoshop CS, VNC remote access

OTHER PROFESSIONAL PRACTICES:

Facilitator - Team Building Workshops
ROOSEVELT COLLEGE MONTALBAN RIZAL
Young Servant-Leader Workshop – July 25, 2015
Young Leaders Team Building - July 5, 2014
Young Leaders Team Building – July 17, 2013
Young Leaders Team Building – July 28, 2012

Resource Speaker – Managing Enterprise Mobility
COMPUTER WORLD EXECUTIVE BRIEFING
March 13, 2013, Makati City

Inspirational Speaker – Scholars in Action Towards Excellence
RIZAL TECHNOLOGICAL UNIVERSITY
September 29, 2012

Resource Speaker – "IT System Design"
PAMANTASAN NG MONTALBAN - August 2008

Resource Speaker - "The New Era of Management: Modeling, Analysis & Design"
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES (Commonwealth Campus)
February, 2008

Computer Instructor - Database Management and Visual Basic Programming
INFORMATICS COMPUTER INSTITUTE (Sta. Lucia, Cainta Rizal) January - May 2004

Developer/Consultant
SSVENTURE INTERNATIONAL, Inc. (Mariveles, Bataan, Philippines)
June 1999 (Developer-Consultant)
Developed a Windows-based (Win 98) Software Package comprises Inventory, MRP, Material Acquisition and Sales System

Software Developer
SHAKEYS PIZZA PARLOR Cainta Branch - August 1994
Developed a Windows-based (Win 3.1) POS Point Of Sales and Inventory Systems using PowerBuilder

Contact Info

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Personal Particulars

Date of Birth : 20 Jun 1973
Nationality : Philippines
Marital Status : Married
Tax Card No. : 207-537-489
Social Security No. : 33-2329014-1
Availability : 30 days

REFERENCES

Elmer M. Palomata, MD

Relationship : Colleague
Position: VP for Medical Services, Value Care Health Systems, Inc.
Tel : 918-9069823
Email : elmer.palomata@valuecare.com.ph

George M. Abando

Relationship : Colleague
Position: National Marketing Manager, Julies Bakeshop
Tel : 915-4421647
Email : gmabando@yahoo.com

Anastasia Y. Dy

Relationship : Former Superior
Position : President/CEO, Eastway Travelgoods, Inc.
CEO Security Bank of the Philippines
Tel : 2-8911044
Email : anndy@iflintl.com