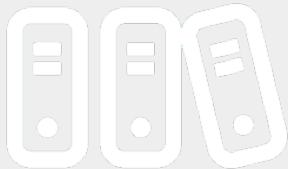# JAMES CARL R. TOLENTINO

PROJECT MANAGER

PROFILE

Stakeholder-focused and results-driven team management professional with extensive experience in people leadership and collaboration. Skilled in motivating teams, fostering a positive work environment, and driving performance through effective communication. Adept at problem-solving and multitasking across diverse teams to ensure project goals are clearly understood and successfully achieved.

Pampanga, Philippines - 09190754769 - me@jamzcarl.info / jamzph@icloud.com

in linkedin.com/in/jamzcarl

EDUCATION

MAPUA INSTITUTE OF TECHNOLOGY - BS INFORMATION TECHNOLOGY - MAJOR IN HP-UNIX - MAKATI, PHILIPPINES 2005

UNIVERSITY OF ASSUMPTION , CITY OF SAN FERNANDO, PAMPANGA - SECONDARY EDUCATION, 2022

DON BOSCO ACADEMY ,MABALACAT, PAMPANGA - PRIRMARY EDUCATION, 1998

WORK EXPERIENCE

PROJECT MANAGER - OPTICS OUTFITTER (LIBERTY SPORT)
OCTOBER 2021 - PRESENT

• Managed stakeholder expectations and aligned projects with their needs to meet critical company objectives.

• Developed project plans outlining scope, objectives, timelines, budget, and resources with KPIs for measurement.

• Led and motivated project teams for collaborative and efficient execution.

• Tracked project expenses to ensure they stayed within the approved budget.

SENIOR SHOPIFY DEVELOPER - SPLITTER INC.
FEB 2019 - OCT 2021

• Managed Shopify Theme Development and custom features for Splitter, delegating tasks to team members and providing client updates.

• Successfully implemented client feature requests, ensuring high-quality solutions and client satisfaction.

• Led the team to deliver projects on time and within budget, resulting in positive client feedback and repeat business.

PROJECT MANAGER / SENIOR SHOPIFY DEV - INFLUXION POINT MEDIA AGENCY
NOV 2018 - OCT 2021

• Proposed and implemented A/B testing strategies to target audiences and platforms for Influxion Point, resulting in increased upsells and customer retention.

• Developed custom Shopify themes and features to enhance user experience and drive sales for new and returning customers.

• Provided detailed analytics reports showcasing KPIs and campaign performance to ensure goals were met.

SHOPIFY EXPERT AND PROJECT MANAGER - TECHNOLOGY ELITE INC.
MAY 2017 - SEPT 2019

• Managed a diverse team including Shopify Theme Developers, Digital Marketing specialists, and Customer Relations officers for Technology Elite, Inc.

• Provided weekly reports on project status and growth, ensuring seamless communication and progress tracking.

• Oversaw product sourcing, warehouse stock management, and data lead sourcing, optimizing operations for maximum efficiency.

SHOPIFY CONSULTANT PM - IWEBWORX MEDIA SOLUTIONS LLC.
MAY 2013 - PRESENT

• Managed team managers for Shopify Theme Development and Digital Marketing, ensuring project goals were met.

• Oversaw developers, designers, content creators, video creators, and digital marketers for various platforms.

• Provided progress reports on development and analytical results for marketing campaigns to meet client KPIs.

PROJECT BASED SHOPIFY EXPERT / DEVELOPER - MMYCom Media
APRIL 2010 - MAY 2013

• Specialized in Store Setup, Web Development, and Integration of third-party tools for Marketing and Sales optimization on the Shopify platform.

• Managed multiple international clients, providing guidance on starting online businesses and routine maintenance.

• Implemented ui/ux enhancements based on market trends to improve user experience and drive sales.

PROJECT BASED WORDPRESS / WOOCOMMERCE DEVELOPER -
JULY 2007 - MARCH 2010

• Developed custom WordPress and Woocommerce websites for clients in Australia, UK, Canada, and US.

• Collaborated with clients to implement UI/UX designs and guided transition teams post-handoff.

• FILES SERVER MANAGEMENT JUNIOR ADMIN SPI TECHNOLOGIES – FEB 2006 - MAY 2007

• Managed sensitive OCR batch files, consolidated, and uploaded to designated secured Department FTP servers.

• Troubleshot file integrity and validation protocols to ensure accuracy and efficiency.

• Collaborated with team members to streamline file integration and merging processes.

JUNIOR SYSTEM ADMINSTRATOR CITIBANK– MARCH 2005 - JAN 2006

• Assisted Senior Administrator in maintaining servers and database infrastructure at Citi, creating automated scripts for various tasks.

• Conducted routine server checks and troubleshooted any issues to ensure smooth operations.

PROFESSIONAL SKILLS

Project Management Tools: Slack, ClickUp, Jira, Asana, Trello, Bascamp, MS Project

Programming Language: Liquid Code, PHP, SQL, Phython, JavaScript, JQuery, HTML5, CSS, PowerBI, Sass, Json

ECommerce Platform: Shopify, Magento, WooCommerce and CommerceHQ

Web Server: AWS, Azure, Digital Ocean, Nexcess

Web Design: Figma, Zeplin, inVision, Adobe XD, Sketch

Marketing Tools: Klaviyo, Mailchimp, Facebook Business Manager, Google Merchant, Youtube Advertising

PROJECT MANAGEMENT

CLICKUP

AWS Cloud

Magento