

DAN DAVID ORCULLO ABANILLA

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Web Project Manager with 4+ years of experience managing cross-functional teams and delivering scalable WordPress, Shopify, and custom web applications. Skilled in agile and waterfall methodologies, client communications, QA, and process improvement. Known for driving on-time delivery, enhancing team performance, and aligning tech solutions with business goals.

PROFESSIONAL EXPERIENCE

Syntactics, Inc.

Project Management Assistant Lead

Tiano-Mabini Streets, Brgy. 14, Cagayan de
Oro City, Philippines, 9000

January 1, 2025 to Present

- **Assisted PM Lead in Creating and Implementing Standards:** Collaborated with PM Lead to define and roll out team-wide project standards, improving consistency across 50+ active projects.
- **Day-to-Day Team Operations:** Aided the PM Lead in managing the team's daily operations, promoting efficiency and timely completion of deliverables.
- **Performance and Compliance Endorsements:** Endorsed memos, NTEs, and verbal warnings to uphold team discipline and performance standards.
- **Training Needs Assessment:** Recommended targeted training for team members to the Team Lead, fostering continuous skill development.
- **Skills Matrix and Training Syllabus Management:** Regularly checked and updated the PM Skills Matrix and PM Training Syllabus to maintain current and relevant competencies.
- **Performance Reporting:** Verified, prepared, and submitted monthly staff performance rating reports to the Team Lead for review.
- **Schedule and Leave Endorsement:** Endorsed pre-approved change of shift and vacation leave requests to the Team Lead, ensuring proper team coverage.
- **Project Timeline Oversight:** Ensured project milestones, deadlines, responsible persons, and estimates were established within the first week of each project timeline.
- **Resource Allocation Monitoring:** Monitored and updated the Resource Allocation sheet and facilitated resource allocation meetings to optimize team deployment.
- **OKR Tracking:** Monitored and updated Project Managers' OKRs regularly to ensure alignment with organizational objectives.
- **Task Completion Verification:** Ensured Project Managers rated Bitrix24 tasks upon completion for accurate performance tracking.
- **Project To-Do and Milestone Monitoring:** Improved milestone completion rate by 20% through proactive tracking and follow-ups using Bitrix24.
- **Peer Evaluation Review:** Reviewed peer evaluations for further assessment and submitted recommendations to the Team Lead for staff evaluation.
- **Attendance Reporting:** Conducted daily checking and reporting of the team's attendance to maintain accountability.
- **OJT Management:** Onboarded and supervised 5+ OJT interns, streamlining their integration into the PM workflow and contributing to faster project ramp-ups.
- **Additional Departmental Duties:** Performed other related department duties as assigned to support team and organizational goals.

Syntactics, Inc.

Web Project Manager

Tiano-Mabini Streets, Brgy. 14, Cagayan de
Oro City, Philippines, 9000

July 12, 2021 to January 6, 2025

- **Lead Project Lifecycle:** Managed full project lifecycle for web and mobile development projects, from initial conception and client requirements gathering to technical planning, execution, QA, and final delivery, ensuring all milestones and deadlines were met.

- **Coordinate Cross-Functional Teams:** Facilitated collaboration among designers, developers, QA specialists, and strategists to deliver high-quality web solutions that align with client goals and organizational standards.
- **Oversee Multiple Projects:** Managed multiple WordPress, Shopify, and custom web application projects by monitoring progress, conducting daily follow-ups, and ensuring efficient workflows and timely deliverables.
- **Client Communication and Requirement Translation:** Maintained close communication with clients and stakeholders, translating business requirements into actionable project plans, technical documentation, and user flows.
- **Quality Assurance and Testing:** Conducted first-phase QA for all project tasks, verified backend logic and frontend display, and ensured project outputs met client and company standards prior to final review and launch.
- **Resource Allocation and Scheduling:** Optimized resource allocation across projects, prepared schedules, established milestones, and reassigned team members as necessary to meet project timelines and priorities.
- **Project Documentation:** Created and maintained comprehensive project documentation, including technical requirements, prototypes, mockups, and flowcharts, to guide team execution and client approvals.
- **Team Training and Mentorship:** Provided mentorship and technical guidance to junior project managers and team members, organized training sessions, and supported continuous team development.
- **Problem Solving and Issue Resolution:** Proactively identified project risks, addressed escalated issues, and implemented solutions to maintain smooth project execution and client satisfaction.
- **Website Launch and Post-Launch Support:** Prepared for website launches by conducting performance checks, data migrations, and post-launch support, ensuring seamless delivery and operational stability.
- **Process Improvement:** Regularly reviewed and updated project management processes, team standards, and training materials to enhance efficiency, quality, and alignment with industry best practices.
- **Additional Duties:** Performed other related departmental and organizational tasks as assigned to support overall business objectives and continuous improvement initiatives.

CLIMBS Life and General Insurance
Project Manager Intern

Upper Zone 5, Bulua, National Highway
Cagayan de Oro City, Philippines, 9000
January 2021 – June 2021

- **Led Development of “CLIMBS Cares” Platform:** Spearheaded the creation of a Laravel-based disaster assistance platform, overseeing the full project lifecycle from planning to deployment.
- **Coordinated Stakeholder Communication:** Maintained regular updates and aligned project objectives with stakeholders to ensure transparency and goal alignment.
- **Performed Additional Departmental Duties:** Assisted with other tasks as assigned to support overall project and organizational objectives.

SKILLS & CERTIFICATIONS

- **Core Technical Skills:** Project Management, Technical Documentation, Design Thinking, System Analysis and Design, Staff and User Training, Customer Service.
- **Soft Skills:** Proactive and adaptable communicator with strong time management, problem-solving, and teamwork skills in virtual, cross-cultural settings.
- **Languages:** English, Tagalog, Hiligaynon, Cebuano
- **Certifications:** Design Thinking (Singapore Polytechnic), Google Project Management (Coursera)

EDUCATION

University of Science and Technology of Southern Philippines
B.S in Information Technology

C.M Recto Avenue, Lapanan, Cagayan
de Oro City, Philippines, 9000
August 2017 to August 2021

CHARACTER REFERENCES

Available upon request