

## **JAMES S. ALAGABAN**

Phone: 09068316999

Email: james.s.alagaban@gmail.com

Address: City of Ilagan, Isabela

## **INTERNSHIP/ON-THE-JOB TRAINING EXPERIENCE**

---

### **S.A. Simon Glass & Aluminum**

January 27 – March 18 2025

Web Developer

- Assisted in daily administrative operations, including organizing files, updating records, and preparing basic reports.
- Provided direct technical support and troubleshooting for office computers, resolving various hardware and software issues
- Conducted system documentation and data organization during the development of an inventory management system.

### **ISU Ilagan – ICT Faculty**

March 24 – May 13 2025

Admin Assistant

- Assisted in designing certificates, checking papers, overseeing exams and handling examinee documents
- Assisted in assembling new computers and preparing them in classrooms
- Conducted system documentation and data organization during the development of a healthcare management system.

## **EDUCATIONAL BACKGROUND**

---

### **Isabela State University**

City of Ilagan, Isabela

Bachelor of Science in Information Technology

2021 – 2025

- Specialization in Web and Mobile Application Development

## **SKILLS & CERTIFICATIONS**

---

### **Technical Skills:**

- Web Development
- Hardware/Software Troubleshooting
- Microsoft Office Suite
- Office Equipment Operation
- System Documentation
- Data Entry & Organization

### **Soft Skills:**

- Adaptable
- Patient
- Organized
- Willingness to learn