



# JAMES ALAGABAN

## VIRTUAL ASSISTANT

### CONTACT

**Phone:** +63-906-831-6999

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**Address:** Isabela, Philippines

### EDUCATION

2021-2025

Isabela State University

Bachelor of Science in Information  
Technology

### SPECIALIZATION

E-Commerce Support (Shopify)

### PORTFOLIO

<https://jamesalagaban.github.io/Portfolio/>

Hi, I'm James!

I'm a virtual assistant from the Philippines that aims to help business owners with various tasks for their stores. I particularly enjoy doing repetitive tasks and being efficient

Here are tasks that I can do:

- Product Listing (Add new and Modify existing product details such as description, pricing, images, variants, metafields)
- Data Entry (Manage data on google sheet)
- Store Setup (Create and manage collections, add product badges and labels, setup custom pages, product filters, and store layout all within the scope of the store's theme)

### WORK EXPERIENCE

S.A Simon Glass & Aluminum  
Web Developer (Intern)

January 27 - March 17, 2025

Isabela State University - ICT Faculty  
Admin Assistant (Intern)


March 24 - May 14, 2025

Here are some shopify apps that I use to complete those tasks:


 Judge.me Reviews

 TinySEO

 Essential Trust Badges

 Essential Sticky Cart

 TA Labels & Badges

 Search & Discovery

Willing to use similar apps and learn other required apps

Here are other work related apps that I'm knowledgeable in using:

