



JAMES ALAGABAN

VIRTUAL ASSISTANT

CONTACT

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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)

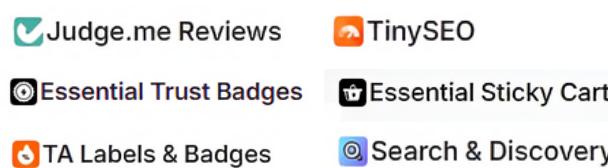
WORK EXPERIENCE

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:



Willing to use similar apps and learn other required apps

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

