

JAMES S. ALAGABAN

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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