



JAMES M. TULING

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Portfolio: <https://parengjames.github.io/webportfolio/>

SUMMARY

I am a hardworking person with a strong desire for success, willing to take risks, and eager to learn and improve my skills and knowledge in your growing company. I am confident that I can adapt and thrive in a fast-paced environment and I'm ready to contribute my skills and experiences for better outcomes.

WORK EXPERIENCE

IT Support staff (2 years and 6 months)

Digos Doctors' Hospital, Inc.

- System, Software, Hardware support.
- Manage and maintain Network, database, and Hospital system applications.
- Answer and resolve inquiries.
- Design and create graphics such as poster, tarpaulin, and marketing materials.
- Assist administrative task.

Freelancer (1+ year)

- Design graphics for social media post.
- Edit short clips video
- Manage and schedule post across social media platform.

Graphics Designer Internship (3 months)

Davao Del Sur Electric Cooperative

- Designed informative graphics for social media posts.
- Created informative videos and other company-related content.
- Software application used: Adobe Photoshop, Capcut Video Editor, Filmora Video editor, Canva.

EDUCATION

• TERTIARY EDUCATION

Bachelors of Science in Information Technology (BSIT)

Cor Jesu College, Inc.

Digos City, Davao del Sur, Philippines

SY: 2019 - 2023

• SECONDARY EDUCATION SENIOR HIGH SCHOOL

Cor Jesu College, Inc.

Digos City, Davao del Sur, Philippines

SY: 2017-2019

• SECONDARY EDUCATION JUNIOR HIGH SCHOOL

Digos City National High School

Digos City, Davao del Sur, Philippines

SY: 2013 - 2017

• PRIMARY EDUCATION

Digos City Elementary School

Digos City, Davao del Sur, Philippines

SY: 2007 - 2013

SEMINARS

• eFlexervices Philippine, Inc.

Vital role of IT in catering the various services to its clients in the BPO industry worldwide.

June 13, 2023

- **Lexus Web Design and Development**
Lecture on Freelancing in Web Design Offshore
June 1, 2023
- **IBM Philippines**
Onsite education Tour of IBM Philippines and shares knowledge in cloud services
May 30, 2023
- **PhilHealth**
Philippine Core Data for Interoperability (PHCDI) Orientation - Batch 3
April 24, 2025
- **Department of Health Academy**
Completing Online course "Hospital Information System"
April 6, 2024
- **Department of Health Academy**
Completing Online course "Basic Course on Continuous Quality Improvement for Health Facilities"
June 13, 2025

SKILLS

- **IT Technical Support (Software, System, Network)**
 - Used remote application such as anydesk, VNC remote, google remote.
 - System Server Administrator.
 - Network management (Mikrotik router), Microsoft 365, Microsoft Access
 - Collaborate with service providers for resolving system issues.
 - Backup and system recovery.
 - Computer and server hardware maintenance.
 - Prioritize task, documentation, and resolved.
- **Graphics and Video Editing**
 - Adobe Photoshop, Illustrator, Canva, Capcut, Wondershare Filmora Editor.
- **Microsoft Office Documents / Google docs**
 - Customize Microsoft offices, Google docs, spreadsheets, forms.
- **Email support and Customer Support**
 - Answers Inquires, resolve issues, and communicate.
- **Website Design and build**
 - using HTML,CSS, JAVASCRIPT and PHP for backend, MySQL database.
 - Shopify building e-commerce stores
- **Marketing Tools**
 - **Shopify:** Build and manage e-commerce store.
 - **Klaviyo:** Email marketing and email automation.
 - **Google spreadsheet:** Manage, tracking, documents and analysis for data-driven decision making.
- **Ai tools**
 - **ChatGPT:** Helps generate social media draft content ideas and captions and Email marketing draft contents that follows branding and standards.

ADDITIONAL INFORMATION

- **Hobby**
 - Hiking, Running, Cycling, Travel, Reading, and Singing
- **Gender**
 - Male
- **Birthday and Age**
 - September 26, 2000, 25 y/o
- **Civil Status**
 - Single

REFERENCE

Lenny Jean L. Sancover

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