



JAMES M. TULING

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

SUMMARY

Reliable and adaptable IT professional with experience in technical support, graphic and video design, and web development. Skilled in system administration, customer support, and digital content creation, with a strong ability to learn quickly and work in fast-paced environments.

WORK EXPERIENCE

Information Technology (2 years)

Digos Doctors' Hospital, Inc.

- Provided system, software, and hardware support
- Managed and maintained network, databases, and hospital systems
- Responded to and resolved technical inquiries
- Performed system backup, recovery, and documentation
- Coordinated with service providers to resolve technical issues

Freelance (1 year)

- Designed graphics for social media posts
- Edited short-form video content
- Managed and scheduled posts across social media platforms

Graphics Designer Internship (3 months)

Davao Del Sur Electric Cooperative

- Designed social media graphics and marketing materials
- Created informative videos and digital content
- Used Adobe Photoshop, Canva, CapCut, and Filmora

TECHNICAL SKILLS

IT & Technical Support

- Software, system, network, and hardware support
- Remote tools: AnyDesk, VNC, Google Remote
- Network management (Mikrotik Router)
- Microsoft 365, Microsoft Access
- Server administration, backup, and recovery

Web Design & Development

- HTML, CSS, JavaScript, PHP
- MySQL database
- Shopify eCommerce store setup

Graphic & Video Design

- Adobe Photoshop, Illustrator
- Canva, CapCut, Wondershare Filmora

Productivity & Marketing Tools

- Microsoft Office & Google Workspace
- Klaviyo (email marketing & automation)
- Google Sheets (tracking & reporting)

AI Tools

- ChatGPT for content drafting and email marketing support

SOFT SKILLS

- Communication
- Problem-solving
- Time management
- Adaptability
- Reliable
- Attention to detail

EDUCATION

Bachelor of Science in Information Technology (BSIT)

Cor Jesu College, Inc. — Digos City

2019 – 2023

SEMINARS & TRAINING

- Philippine Core Data for Interoperability (PHCDI) – PhilHealth (2025)
- Hospital Information System – DOH Academy (2024)
- Continuous Quality Improvement for Health Facilities – DOH Academy (2025)
- IT in BPO Industry – eFlexervices Philippines (2023)
- IBM Philippines Onsite Education Tour (2023)