



# JAMES M. TULING

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

## SUMMARY

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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

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### 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

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### • 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

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### • 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

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- **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

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- **Hobby**

- Hiking, Running, Cycling, Travel, Reading, and Singing

- **Gender**

- Male

- **Birthday and Age**

- September 26, 2000, 25 y/o

- **Civil Status**

- Single

## REFERENCE

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**Lenny Jean L. Sancover**

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