



# JAMES ALAGABAN

## VIRTUAL ASSISTANT

### SUMMARY

An Automation Specialist that aims help small to medium sized businesses eliminate the manual work between their apps. By building reliable, automated systems, I free up business owners to focus on high-priority growth instead of the repetitive demands of daily operations.

### PORTFOLIO

<https://james-alagaban.github.io/Portfolio/>

### CONTACT

**Phone:** +63-906-831-6999

**Email :** james.s.alagaban@gmail.com

**Address:** Isabela, Philippines

### EDUCATION

**2021-2025**

**Isabela State University**

Bachelor of Science in Information  
Technology

### SKILLS & SERVICES

- **Automation:** Building and fixing workflows in Make.com and Zapier to handle repetitive tasks. I use the platform's features to make sure information moves correctly between your apps without errors.
- **Data Entry:** Accurate inputting, compiling, and updating information from various sources into a spreadsheet.

---

### TECHNICAL STACK

- Make.com, Zapier
- Google Sheet, Forms, Calendar, Mail and Drive
- HubSpot
- Mailchimp, ActiveCampaign
- Calendly
- Slack, Asana, Trello
- TypeForm, JotForm
- Shopify

---

### 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**