

## **JAMES S. ALAGABAN**

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Address: Isabela, Philippines

## **INTERNSHIP/ON-THE-JOB TRAINING EXPERIENCE**

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### **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.
- 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**

- Conducted system documentation and data organization during the development of a healthcare management system.

## **EDUCATIONAL BACKGROUND**

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### **Isabela State University**

Isabela, Philippines

Bachelor of Science in Information Technology

2021 – 2025

## **SKILLS & TOOLS**

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### **E-commerce & Virtual Assistance Skills**

- Shopify Product Listing & Store Organization
- Google Sheets / Excel Data Management
- Product Information Accuracy & Image Uploading
- Basic Website Setup and Content Updates

### **Technical Skills**

- Web Development (HTML, CSS, JavaScript)
- Hardware / Software Troubleshooting
- System Documentation
- Microsoft Office Suite

### **Soft Skills**

- Detail-oriented and organized
- Adaptable and eager to learn new tools
- Focused on efficiency and accuracy