

JAMES S. ALAGABAN

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Address: Isabela, Philippines

INTERNSHIP/ON-THE-JOB TRAINING EXPERIENCE

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

Isabela State University

Isabela, Philippines

Bachelor of Science in Information Technology

2021 – 2025

SKILLS & TOOLS

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