JAMES ALAGABAN

VIRTUAL ASSISTANT

SUMMARY

Aspiring Automation Virtual Assistant specializing in Zapier workflows for Sales and CRM. Dedicated to building and testing complex, multi-step Zaps to improve operational efficiency and data synchronization between systems.

PORTFOLIO

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

CONTACT

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Address: Isabela, Philippines

EDUCATION

2021-2025

Isabela State University

Bachelor of Science in Information Technology

SKILLS & SERVICES

- Zapier Automation: Creating, fixing, and optimizing workflows. Can use workflow Logic (Filters, Paths, If/Then Logic) and Data Management (Formatter, Lookup Tables).
- Data Entry: Accurate inputting, compiling, updating, and information from various sources into a spreadsheet.

TECHNICAL STACK

- Google Sheet, Forms, Calendar, Mail and Drive
- HubSpot
- Mailchimp, ActiveCampaign
- Calendly
- Slack, Asana, Trello
- TypeForm, JotForm

WORK EXPERIENCE

S.A Simon Glass & Aluminum   **January 27 - March 17, 2025**
Web Developer (Intern)

Isabela State University - ICT Faculty   **March 24 - May 14, 2025**
Admin Assistant (Intern)