



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

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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