

JAMES B. ORCALES

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WORK EXPERIENCE

Senior Analyst - Web Designer/Developer eClerx Philippines Inc.

Muntinlupa City, Philippines
July 2024 - Current

- Managed and updated client websites using Duda and other editing tools to meet specific requirements.
- Handled tasks such as content updates, design adjustments, and website maintenance with accuracy and efficiency.
- Collaborated remotely with teams and clients to ensure timely project delivery and clear communication.
- Researched and implemented digital solutions to improve workflow, user experience, and overall productivity.

PRE-PROFESSIONAL EXPERIENCE

Full Stack Web Developer A Link Realty Inc.

Pasay City, Philippines
June 2023 - August 2023

- Started as an I.T. intern and advanced to Web Designer and Full-Stack Developer through consistent performance and initiative.
- Designed and managed the company's real estate website using WordPress, improving functionality and visual appeal.
- Assisted in maintaining digital assets, coordinating updates, and ensuring smooth online operations.
- Strengthened communication, organization, and technical support skills through hands-on experience in a remote, collaborative environment.

EDUCATION

Bicol University

2024

Bachelor of Science in Computer Science

- Deans Lister, (2021 - 2022, 2023-2024)
- Service Awardee
- Artist, Scientia (The Official Student Publication of BU College of Science)

La Purisima National High School, SHS

2020

Information and Communications Technology, TVL

- Academic Excellence Awardee, With Honors
- Service Awardee
- Outstanding Performance in Specific Discipline Awardee
- Club Achievement Awardee

SKILLS & INTERESTS

Technical

- Website Maintenance (WordPress, Duda)
- Data Entry and Management
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace
- Canva/Photoshop for Graphics and Marketing

- Basic Video Editing (CapCut, Premiere Pro)
- Project Management Tools
- Online Research and Data Organization
- File and Document Management

Language:

- English (Fluent – oral and written)
- Filipino (Native)

Interests:

- Digital Organization and Productivity Tools
- Learning New Tools and Technologies
- Process Improvement and Automation

CERTIFICATION, WEBINARS & ACHIEVEMENTS

- Skill of the Year 2025 on Generative AI Technical University of Munich 2025
- Duda Certified Platform Specialist 2025
- Duda Certified in Editor 2.0 2025
- Digital Meanings: Towards Digital Future 2022
- TechTalkerist 2022
- National Qualifier (Editor Cartooning, National Schools Press Conference) 2020