

JAMES HARVEY D.V. BALOTO

Phone: 0915-830-6417

Address: City of San Jose Del Monte, Bulacan

Email: jamesharveydevera@gmail.com

LinkedIn: [linkedin.com/in/jamesharveybaloto](https://www.linkedin.com/in/jamesharveybaloto)

CAREER OBJECTIVE

Seeking a challenging career with an environment that will benefit from my skills in the field of information technology to help the organization achieve its goals and advance my professional development.

INTERNSHIP:

IT Staff Intern | February 2025 - May 2025

DILG San Jose Del Monte, Bulacan

- Assisted in system maintenance, ensuring smooth operation of hardware and software.
 - Performed troubleshooting for software and hardware issues, providing user support.
 - Handled data entry tasks to maintain accurate and updated records.
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SKILLS:

- Hardware/Software Troubleshooting
 - Productivity Tools: Microsoft Office (Word, Excel, PowerPoint)
 - Creative Tools: (Canva, Filmora, Adobe Photoshop)
 - Web Development: (HTML, CSS, JavaScript, PHP)
 - Desktop and Mobile Development: (Java, C#, Android Studio)
 - Soft Skills: (Attention to Detail, Adaptability, Communication & Collaboration, Typing)
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EDUCATION:

Bulacan State University Sarmiento Campus | 2021 - 2025

- Bachelor of Science in Information Technology
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CAPSTONE PROJECT:

Smart Door Lock RFID and Face Recognition Technology for ITDS Department SC

- Performed hardware and software testing of project components (solenoid, RFID) using Arduino IDE.
 - Designed and developed circuit diagrams and schematics to support system integration.
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CERTIFICATE:

EF SET English Certificate

- B2 Upper Intermediate Proficiency
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REFERENCE:

Elenita Tabora Caparino, DIT

IT Professor

Email: elenita.caparino@bulsu.edu.ph

Contact: 0918-924-0362

Benedict M. Pangan

City Local Government Operations Officer VI

Email: pangan.benedict.25@gmail.com

Contact: 0926-036-8238