

# JAMES HARVEY BALOTO

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Portfolio: <https://jmshrvy-portfolio.vercel.app>

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## 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.

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## WORK EXPERIENCE:

**Advisor I, Customer Service - Seasonal Account** | October 2025 - January 2026

Concentrix CVG Philippines, Inc.

- Demonstrated strong problem-solving, communication, and customer empathy skills in a fast-paced environment

**IT Staff Intern** | February 2025 - May 2025

DILG San Jose Del Monte

- 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, React, MySQL, Git
  - Desktop and Mobile Development: Java, C#, Android Studio
  - Soft Skills: Attention to Detail, Adaptability, Willingness to Learn, 10-Key Typing
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## EDUCATION:

**Bulacan State University Sarmiento Campus** | 2021 - 2025

- **Bachelor of Science in Information Technology**
    - Recognized as a Dean's Lister during my 3rd year of college for academic excellence.
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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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## REFERENCE:

**Maria Norin Villaruel**

Manager / Team Leader

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**Benedict M. Pangan**

Internship Manager / CLGOO-VI

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