

JAMES HARVEY BALOTO

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

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.

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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Internship Manager / CLGOO-VI

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