



# JAMES M. TULING

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**Portfolio:** <https://parengjames.profle>

## SUMMARY

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A hardworking individual with a strong desire for success, willing to take risks, and eager to learn and improve his skills and knowledge through experience. He has the ability to adapt and thrive in a fast-paced environment, and is ready to contribute his skills and experiences for better outcomes.

## WORK EXPERIENCE

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### IT Support staff (2+ years)

#### Digos Doctors' Hospital, Inc.

- System, Software, Hardware support.
- Manage and maintain Network, database, and Hospital system applications.
- Answer and resolve inquiries.
- Design and create graphics such as poster, tarpaulin, and marketing materials.
- Assist administrative task.

### Graphics Designer Internship (3 months)

#### Davao Del Sur Electric Cooperative

- Designed informative graphics for social media posts.
- Created informative videos and other company-related content.
- Software application used: Adobe Photoshop, Capcut Video Editor, Filmora Video editor, Canva.

### Freelance (6+ months)

- Design graphics for social media post.
- Edit short clips video
- Manage and schedule post across social media platform.

## EDUCATION

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### • TERTIARY EDUCATION

#### **Bachelors of Science in Information Technology (BSIT)**

Cor Jesu College, Inc.  
Digos City, Davao del Sur, Philippines  
SY: 2019 - 2023

### • SECONDARY EDUCATION SENIOR HIGH SCHOOL

Cor Jesu College, Inc.  
Digos City, Davao del Sur, Philippines  
SY: 2017-2019

### • SECONDARY EDUCATION JUNIOR HIGH SCHOOL

Digos City National High School  
Digos City, Davao del Sur, Philippines  
SY: 2013 - 2017

### • PRIMARY EDUCATION

Digos City Elementary School  
Digos City, Davao del Sur, Philippines  
SY: 2007 - 2013

## SEMINARS

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### • eFlexervices Philippine, Inc.

Vital role of IT in catering the various services to its clients in the BPO industry worldwide.  
June 13, 2023

- **Lexus Web Design and Development**  
Lecture on Freelancing in Web Design Offshore  
June 1, 2023
- **IBM Philippines**  
Onsite education Tour of IBM Philippines and shares knowledge in cloud services  
May 30, 2023
- **PhilHealth**  
Philippine Core Data for Interoperability (PHCDI) Orientation - Batch 3  
April 24, 2025
- **Department of Health Academy**  
Completing Online course "Hospital Information System"  
April 6, 2024
- **Department of Health Academy**  
Completing Online course "Basic Course on Continuous Quality Improvement for Health Facilities"  
June 13, 2025

## SKILLS

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- **Graphics and Video Editing**  
- Adobe Photoshop, Illustrator, Canva, Capcut, Filmora Editor.
- **Microsoft Office Documents / Google docs**  
- Customize Microsoft offices, Google docs, spreadsheets, forms.
- **Email support and Customer Support**  
- Answers Inquires, resolve issues, and communicate.
- **Website Design and build**  
- using HTML,CSS, JAVASCRIPT and PHP for backend, MySQL database.  
- Currently learning wordpress and gohighlevel.
- **Technical Support (Software, System, Hardware)**  
- Used remote application such as anydesk, VNC remote, google remote.  
- Prioritize task, documentation, and resolved.

## ADDITIONAL INFORMATION

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- **Hobby**  
- Hiking, Running, Cycling, Travel, Reading, and Singing
- **Gender**  
- Male
- **Birthday and Age**  
- September 26, 2000, 24 y/o
- **Civil Status**  
- Single

## REFERENCE

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### Geperson Mamalias

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