



JAMES M. TULING

Address: Datoc Riverside, Brgy, Zone 1, Digos City, Davao del Sur
Phone: +639098151028 (philippines)
Email: jamesstuling3@gmail.com
Portfolio: <https://parengjames.github.io/webportfolio/>

SUMMARY

A dedicated and hardworking individual making a living through passion and skill. Proficient in IT support, including system maintenance and troubleshooting, with experience in web application programming. Also skilled in graphic design, video editing, and social media content creation. Eager to apply skills and knowledge to produce the best results, and open to adopting new technologies to improve and continue learning.

WORK EXPERIENCE

Graphics Designer (On Job Training), Davao del Sur Electric Cooperative. **March 2023 - June 2023**

- 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.

Information Technology Staff, Digos Doctors' Hospital, Inc. **July 2023 - March 2025**

- Responsible for maintaining all system applications to ensure smooth and efficient operation, as well as identifying specific software solutions to enhance end-user workflow.
- Conduct end-user training sessions for newly hired employees to introduce them to the system applications.
- Troubleshoot the Hospital system application, install essential applications, upgrade computer hardware, and maintain computer hardware and printers.
- Designed graphics design for the company's social media advertisements and promotional activities, application used are Adobe Photoshop and Canva.
- Efficient in Microsoft Office due to formatting documents forms.

Freelance Job (Part -Time) **September 2024**

- Designed and created graphic content, including images and videos.
- Resolved computer issues such as reformatting operating systems and installing applications.
- Edited short videos from long footage using CapCut and quso.ai online video editing tools.

EDUCATION

- **Cor Jesu College, Inc. (College Degree)** **2019 - 2023**
Bachelor of Science in Information Technology
Capstone Project: "Empowering Mathematics Learning: An Intelligent Tutoring System for Conic Section via Web Application".
- **Cor Jesu College, Inc. (Senior High School)** **2017 - 2019**
STEM - specialized subject in Computer Studies

ADDITIONAL INFORMATION

- **Skills:** Adobe Photoshop, Canva, Capcut, Filmora, quso.ai, Microsoft Office, System application troubleshoot, Mikrotik network management, Computer Hardware (parts) and printer maintenance, Programming (JAVA, PHP, HTML, CSS, JAVASCRIPT, GITHUB, AND MYSQL DATABASE).

REFERENCE

Lenny Jean L. Sancover
Social Media Manager
e-mail: lensancover0@gmail.com
Mobile number: +639304331491