

JAMES KARLO O. ABINA
Mobile Number: 09063467280
Email: karloabina@gmail.com



PERMANENT ADDRESS:

15506 F Bernabe Street,
Airport Village Moonwalk
Parañaque City

OBJECTIVE

To further gain knowledge and enhance my skills on designing, editing, programming and other computer works.

POSITION SOUGHT

- ☐ Peoplesoft and Laravel
- ☐ Programmer
- ☐ Video, Music and Photo Editor

EDUCATIONAL BACKGROUND

Tertiary	:	Southern Leyte State University (2013 - 2014)
		Main Campus, Sogod Southern Leyte
Course	:	Bachelor of Science in Information Technology
Major	:	Programming

PERSONAL BACKGROUND

Name	:	James Karlo O. Abina
Age	:	34 yrs. Old
Birth Date	:	March 29, 1991
Sex	:	Male
Height	:	5'3"
Weight	:	90 kgs.
Civil Status	:	Single
Citizenship	:	Filipino
Religion	:	Roman Catholic
Provincial Address	:	Brgy. Cambite Tomas Oppus, Southern Leyte
Language Spoken	:	English, Tagalog and Cebuano

CHARACTERISTIC AND SKILLS

- ☐ Dedicated and hardworking.
- ☐ Willing to render overtime.
- ☐ Willingness and fast to adapt new skills for personal improvement.
- ☐ Skilled in Microsoft Office, Photoshop, Music Editor, Sony Vegas and Looker Studio.
- ☐ Basic knowledge of Programming Languages: HTML, PHP, SQL, Peoplesoft, etc.

WORK EXPERIENCE

- ❖ **Employee: University of the Philippines – Junior ICT Assistant**
Under: UP – ITDC - June 2023 – Present

Duties and Responsibilities:

SAIS:

- Organizing and answering ticket issues and emails
- Developing queries using PeopleSoft application
- Writing codes using SQL Developer
- Creating reports using Looker Studio and Microsoft Office.

Software Developer (GUSALI, TINIG & PAJ Looker Support):

- Fixing comments for DEV, TEST and PROD
- Designed and developed software modules using Visual Studio Code, Bitbucket for version control, and PostgreSQL for database management.
- Creating reports using Looker Studio and Microsoft Office.

- ❖ **Employee: Globe Telecom Manila – Virtual Account Management Support (VAMS)**
Under Agency: Asti Business Services Inc. under Asticom Technology Inc - March 2019 – May 2023

Duties and Responsibilities:

- Support for the Account Managers / Industry Head and Cluster Head on any work-related concerns.
- Creating reports and files using Looker Studio and Microsoft Office.

- ❖ **Employee: Globe Telecom Manila – Encoder - Enterprise Sales Partner**
Under Agency: Asticom Technology Inc – June 2015 - March 2019

Duties and Responsibilities:

- **SAP CRM Encoder** – Encode and Update SMS Opportunities.

- ❖ **Employee: Globe Telecom Manila – Order Management – IOM Verifier / SHP Activator;**
Under Agency: Business Staffing and Management Inc - July 2014 – May 2015

Duties and Responsibilities:

- **Shp Activator:** Activate and encodes clients account such as plan accounts.
- **Iom Verifier:** Validating of client's documents through calls and ensuring that all document passed by our clients are true and reliable.

- ❖ **On-Job-Trainee (OJT): Cadastral Decree Section (CDS), Land Registration Authority (LRA)**
Land Registration Authority – Comprehensive Agrarian Reform Program (LRA - CARP);
June 2013 - September 13, 2013

Duties and Responsibilities:

- **Encoder / Filer**

SEMINAR / TRAINING ATTENDED

- ❖ **A Look into The Future Technology** January 9, 2013
(Sarrosa International Hotel, Cebu City)
- ❖ **GREEN: The new color of Information Technology** January 9, 2013
(Sarrosa International Hotel, Cebu City)
- ❖ **ROBOTICS: Today & Tomorrow** January 10, 2013

CHARACTER REFERENCE:

Ms. Jennifer Masilungan

Contract Management Expert
Globe Telecom / +639175883518

Mr. Reynaldo Villejo

Team Lead / Expert
Globe Telecom / +639561241821

Mr. John Robert Santos

Senior ICT Assistant
UP ITDC / +639164873376

I hereby certify that the information written is true and correct to the best of my knowledge and belief.


JAMES KARLO O. ABINA
Applicant