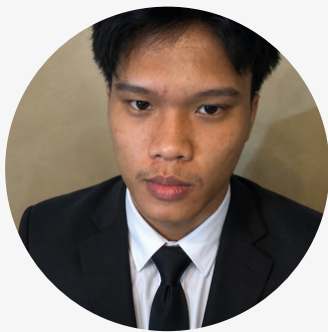




James Morata

Quality Assurance

CONTACT:

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- ✉ james.anthony032004@gmail.com
- 📍 Legazpi City, Albay, Philippines

SKILLS:

- Supply chain coordination
- Inventory management
- Data entry
- Efficiency improvement
- Client Assurance
- Attention to detail
- Positive attitude
- Professional and friendly

EDUCATION:

**UNIVERSITY OF SANTO TOMAS -
LEGAZPI**
2022 - Present

Associates of Science: Civil Engineering
Associates of Science: Industrial
Engineering

DIVINE WORD COLLEGE OF LEGAZPI
2020-2022

Science Technology Engineering and
Mathematics

LANGUAGE:

- English
- Tagalog

PROFILE:

Results-driven professional delivers polished outcomes by setting clear goals and communicating proactively. Adapts swiftly to new tools and workflows while maintaining a consistent level of care for all tasks. Recognized for fostering collaborative relationships and enhancing team dynamics.

EXPERIENCE:

OPERATIONS ASSISTANT | 2025 - PRESENT

Private Company

- Coordinated scheduling for team meetings, enhancing communication and collaboration among departments.
- Assisted in data entry and management, maintaining accuracy across various systems.

WORK STUDENT STUDY | 2022 - 2024

School-Based

- Assisted in managing daily administrative tasks to support department operations.
- Conducted research to support departmental initiatives and improve service delivery

RESEARCH ASSISTANT | 2020 - 2022

School-Based

- Implemented process improvements that streamlined data management practices within the research team.
- Organized and maintained research documentation, ensuring compliance with institutional guidelines.

CERTIFICATIONS

WEB DEVELOPMENT

PROMPT ENGINEERING

GENERATIVE AI

OVERALL EQUIPMENT

EFFECTIVENESS

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