



CONTACT



09289405739



kjrbillones@gmail.com



Cabulihan, Limasawa,
Southern Leyte

SKILLS

- Interpersonal and Intrapersonal Communication
- Adaptability, Critical Thinking, and Conflict Management
- Collaborative Leadership
- Technical and Academic Writing, Proofreading, and Editing
- Research and Public Relations
- Computer Software Proficiency
- Multi-tasking and Time-Management

LANGUAGE

- Bisaya
- Filipino
- English

KIM JURAVEE R. BILLONES

PROFILE

Detail-oriented and proactive Social Science graduate specializing in Political Science. Committed to leveraging research skills and analytical acumen to ensure meticulous records management and organizational efficiency within academic institutions. Experienced in distilling complex information into clear and concise formats, facilitating effective communication and documentation processes. Passionate about maintaining data integrity and compliance with regulatory standards while adapting to advancements in digital record-keeping technologies. Eager to contribute to the maintenance and organization of institutional records at Visayas State University, fostering a culture of accountability and excellence in administrative practices.

EXPERIENCE

Student Intern (December 2018)

Human Resource Management Office

Southern Leyte State University - Main Campus

- **Administrative Support:** Assist with clerical tasks such as data entry, filing, photocopying, and organizing HR documents.
- **HR Projects:** Participate in special HR projects, research initiatives, and process improvement efforts as assigned by HR professionals.
- **Other Duties:** Perform other administrative and HR-related tasks as needed to support the efficient functioning of the HR office.

Political Science Intern (July 2022 - August 2022)

Office of the City Councilor Atty. Jerry S. Uy

Tacloban City, Leyte

- **Legislative Research:** Conduct research on legislative issues, city ordinances, and policies to provide comprehensive background information for decision-making.
- **Constituent Engagement:** Administer dialogues with local officials and constituents to gauge and evaluate the accessibility of decision-making spaces and institutional safeguards utilized in the delivery of public service.
- **Policy Analysis:** Analyze and assess proposed and existing policies, making recommendations to the office of the city councilor based on the research findings.
- **Public Relations:** Assist in managing and responding to constituent inquiries and disseminate necessary information concerning the activities and initiatives of the city councilor's office.

EDUCATION

Bachelor of Arts in Social Sciences Major in Political Science

University of the Philippines Tacloban College (UPTC)

July 2023

- Graduated *cum laude*
- UPTC College Scholar for multiple semesters