



## Contact

### Phone

+63 917 506 2686

### Email

neressabathan@gmail.com

### Address

Brgy. Maslug, Baybay City, Leyte

## Education

2018-present (ongoing)

### Master of Public Resource Management

Eastern Visayas State University-  
Tacloban City

2012-2016

### Bachelor of Science in Development Communication

Major in Educational Communication  
Technology (ECT)

Visayas State University - Main Campus

## Skills

- Writing
- Project Management and Documentation
- Project Coordination
- Monitoring and Evaluation of Projects
- Microsoft Office
- Google Workspace
- Graphic Design
- Wordpress
- Research
- Administrative tasks

## Eligibility

Career Service (Professional) Second  
Eligibility Passer

## Language

English, Filipino, Cebuano

# Ma. Neressa M. Bathan

## Professional Summary

A dedicated and experienced communication specialist with over 8 years of expertise in staff writing, project coordination, and community organizing. Skilled in creating and developing compelling information materials and coordinating projects that drive community engagement. Eager to contribute to organizations that prioritize innovation, communication, and sustainable development, with a strong dedication to delivering meaningful solutions that create positive change.

## Work Experience

### December 2021-present

Department of Environment and Natural Resources Region 8

#### Sociologist I

- Coordinated with local communities and stakeholders to ensure the successful implementation of Community Based Forest Management activities and projects
- Managed a team of Monitoring and Evaluation Officers (MEOs) and tracked their project/ accomplishment progress
- Prepared information materials for the effective and efficient delivery of key messages and content to target audiences
- Prepared minutes of meetings, activity proposals, and documentation reports for trainings and seminars
- Prepared data presentations and quarterly reports
- Performed administrative tasks

### April 2017 - December 2021

Department of Environment and Natural Resources Region 8

#### Project Evaluation/Documentation Assistant/Staff Writer

- Documented and assisted in the evaluation of the implementation of Community Based Forest Management activities and projects
- Assisted in the conduct of inspection of planted and procured planting materials of the Community-Based Forest Management- People's Organizations
- Prepared information materials for the effective and efficient delivery of key messages and content to target audiences
- Prepared minutes of meetings, activity proposals, and documentation reports for trainings and seminars
- Performed administrative tasks

### Sep 2016- Feb 2017

Teleperformance (Amazon Seller Account), Cebu City, Ph

#### Seller Support Representative

- Responsible in handling client's inquiries, concerns, feedback as well as providing solutions to any issues the seller account holder might have

### June 2016- August 2016

Monde Nu Agri Corporation

#### Documentation Assistant

- Responsible for the management and storage of data/reports of the company
- Performed administrative tasks

## Reference

Available upon request