

# MA. FE O. BASCO

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## CAREER OBJECTIVE

As a recent graduate with a degree in Economics, I aim to apply my academic knowledge, analytical skills, and adaptability in a professional environment that fosters growth and innovation. I am eager to contribute to the institution's success through dedication, continuous learning and a proactive approach to challenges, while building a strong foundation for a long-term career.

## WORK EXPERIENCE

### Student Assistant, Visayas State University

Feb 2024-May 2024

- Resident support and community building, administrative duties, safety and security, communication, conflict resolution, and general assistance

### Intern, Finance and Administrative Division, DENR-Environmental Management Bureau Regional Office 8

June 2024-August 2024

- Document processing and monitoring, recordkeeping, assisting in the preparation of administrative reports and official communications, event planning, time management

## EDUCATION AND CERTIFICATION

BS Economics - Environmental and Development Economics | Visayas State University  
| 2021-2025 | VSU Funded Academic Scholar

Accountancy and Business Management | The College of Maasin | 2019-2021 | With Honors

Civil Service Professional Eligibility (August 2024 Exam Passer)

## SKILLS

Communication

Teamwork

Critical thinking

Time management

Leadership

Adaptability