

# KIM JURAVEE BILLONES

09289405739 · kjrbillones@gmail.com  
Cabulihan, Limasawa, Southern Leyte



---

## PROFILE

Dynamic and proactive Social Science graduate specializing in Political Science, with a passion for teaching and research. Committed to leveraging strong academic background and teaching skills to create engaging and dynamic learning environments. Adept at distilling complex information into clear and concise formats, fostering effective communication and understanding among students. Passionate about cultivating an inclusive and supportive classroom atmosphere that values and empowers every student. Eager to contribute as a Part-Time Instructor at Visayas State University's Department of Philosophy and Social Sciences, bringing a strong commitment to academic excellence and a passion for inspiring and engaging students in the social sciences.

---

## KEY COMPETENCIES

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

---

## EDUCATION

### Master of Science in Development Sociology

Visayas State University - Main Campus (VSU - MC)  
*On-Going*

### Bachelor of Arts in Social Sciences Major in Political Science

**2019 - 2023**

University of the Philippines Tacloban College (UPTC)

- Graduated *cum laude*
- UPTC College Scholar for Multiple Semesters

### Senior High School

**Humanities and Social Sciences**

**2016 - 2018**

Southern Leyte State University - Main Campus (SLSU - MC)

- Graduated with highest honors

---

## LANGUAGE

English

Filipino

Bisaya

## EXPERIENCE

---

### Political Science Intern

June 2022 - August 2022

Office of the City Councilor Atty. Jerry S. Uy

Tacloban City

- **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.

### Academic Clerk

April 2024 - July 2024

Faculty of Arts and Sciences

Southern Leyte State University - Main Campus

- **Administrative Support:** Assist with the preparation and distribution of academic materials and provide support to faculty with administrative and clerical tasks.
- **Data Management:** Process and maintain accurate and up-to-date academic records and utilize academic software and databases to manage information effectively.
- **Communication:** Serve as a point of contact for students, faculty, and staff regarding academic concerns and disseminate information and updates related to academic programs, policies, and procedures.

### College Instructor

August 2024 - May 2025

Department of Philosophy and Social Sciences

Visayas State University - Main Campus

- **Teaching:** Prepare and deliver lectures, discussions, and other learning activities for assigned courses.
- **Assessment:** Develop and grade assignments, exams, and other assessments to evaluate student learning.
- **Student Support:** Provide academic guidance, respond to student inquiries, and hold office hours as needed.
- **Course Management:** Maintain records of attendance, grades, and other course-related documentation.
- **Professional Development:** Stay updated on subject matter and teaching methods to enhance instructional effectiveness.