

CURRICULUM VITAE



PERSONAL BACKGROUND

Born: September 06, 1998

Age: 26

Marital Status: Single

Present address: CM. Recto St. Poblacion Zone 16, Baybay City, Leyte Philippines

Mobile Number: 09687564904

Email Address: *devonebaradillo@gmail.com*

EDUCATION

School: Visayas State University (Main campus)

Degree: Bachelor of Science in Development Communication Major in Development Journalism

Year attended: 2015-2019

WORK EXPERIENCES

Company name: ACIAR FLR Project

Company address: CFES, Visayas State University, VISCA Baybay City, Leyte Philippines

Date employed: April 05, 2022- December 31, 2023

Position: Science Research Aide (SRA)

Job Description

- Assisted in data collection of scientific field trials
- Conducted socio-economic surveys to research project sites in the Visayas
- Layout and produced extension materials like manuals and leaflets of ACIAR FLR project
- Organized the preparations of workshops and trainings to people's organization
- Organized and facilitated preparations for big events such as stakeholders meeting
- Assisted in drafting livelihood proposals for partner communities
- Attended the Community Organizing Workshop
- Attended the educational cross visits of reforestation site in Cebu and Leyte
- Prepare travel itineraries of guests, vehicle assignments, and materials like tarpaulins, programs
- Summarize and provide status reports of project sites from community organizers to study leaders

Company name: Project Tarsier

Company address: CFES, Visayas State University, VISCA Baybay City, Leyte Philippines

Date employed: January 01, 2024- present

Position: Administrative Assistant II for Health, Safety, Security, and Environment and Ethics and Compliance

Job Description

- Oversaw the compliance of Project Tarsier in meeting the standard Health, Safety, Security and Environment among project staff
- Conducted and facilitated trainings on Basic First Aid and Life support training to project staff and partner people's organization
- Conducted and facilitated Defensive driving course to project staff to ensure they are refreshed with road regulations as mandated by the project HSSE protocol
- Reporting ethics and compliance breaches to the Project manager
- Led and coordinated the annual physical medical examinations of Project Tarsier staff to ensure they are physically fit to be deployed for work

WORKSHOPS ATTENDED

- Organization Strengthening and Leadership Training/Workshop (November 25 and December 16, 2022, January 25, 2023)
- Local Partner's Feed backing Workshop (April 11-12, 2023)
- Project Management, Proposal, feasibility, and Bookkeeping Training and Workshop (May 11-12, 2023)
- Project Sustainability workshop (May 25, 2023)
- Community Organizing Workshop (February 15-17, 2023)
- HSSE Training and workshop (February 22, 2023)
- ACIAR FLR End of Project Review (September 20-22, 2023)
- Educational cross visit in Cebu (June 22-23, 2022)
- Project Tarsier Carbon 101 workshop (July, 23-26, 2024)
- Defensive driving course (October 29-31, 2024)
- Standard First Aid and Basic Life support Training (November 5-8, 2024)

GOVERNMENT EXAMINATIONS PASSED

- Civil Service Professional Exam 2023, Civil Service Commission

SKILLS

- Microsoft Literate
- Layout and Manual production
- Field interviews in local dialect (Cebuano and Tagalog)
- Report making
- Can drive a motorbike and with drivers license

ORGANIZATIONS AFFILIATED

- Reserve Military, rank of Corporal, Philippine Army Reserve Command
- Member of the VSU ROTCU Alumni Association

HOBBIES

- Reading
- Cardio and Fitness
- Writing
- Hiking

CHARACTER REFERENCE

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| <ul style="list-style-type: none">• Dr Anatolio N Polinar<ul style="list-style-type: none">- Professor DFS, Department Head VSU- email: anatolio.polinar@vsu.edu.ph- 09155008665 | <ul style="list-style-type: none">• Roger Tripoli<ul style="list-style-type: none">- Research Field Coordinator, Project TARSIER- tripoli.roger@gmail.com- 09283489016 |
| <ul style="list-style-type: none">• Dr Henry Goltiano<ul style="list-style-type: none">- Retired Professor, DAEEX- henrygoltiano@vsu.edu.ph-09473967554 | <ul style="list-style-type: none">• Dr Dennis Peque<ul style="list-style-type: none">- Professor DFS, Director RCDC VSU- email: dppeque@vsu.edu.ph-09277062843 |