

Maria Fatima B. Estrosas

Professional Assistant specializing in project monitoring and evaluation, technical writing, event organizing, and media production. Proficient in clerical and administrative tasks.

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 0968-690-7197

EXPERIENCE

Administrative Assistant II 06/2023 – Current
(Media Production Assistant)

Alumni and Community Relations Office (ACRO)
VISAYAS STATE UNIVERSITY

Science Aide 04/2017 – 06/2023

Office of the Vice President for Research Extension and
Innovation (OVPREI) – Extension Office
VISAYAS STATE UNIVERSITY

Science Research Assistant 01/2017 – 04/2017

Office of the Vice President for Research Extension and
Innovation (OVPREI) – Extension Office
VISAYAS STATE UNIVERSITY

AACCUP Data Encoder 09/2016 – 12/2016

Office of the Vice President for Research Extension and
Innovation (OVPREI) – Extension Office
VISAYAS STATE UNIVERSITY

EDUCATION

**MS Agricultural Extension Minor in Development
Communication**
Visayas State University
2017 – 2024

Bachelor of Science in Development Communication
(Major in Development Broadcasting)
Visayas State University
2010 – 2016

SKILLS

Report Writing
Crafting Project Proposal
Project Monitoring and
Evaluation
Data Analysis
Technical Writing
System Management
Website Developer
Publication Material
Media Production Specialist
Event Organizer
Graphics Designing
Video Editing

LANGUAGES

English, Tagalog, Cebuano

REFERENCES

DR. ROTACIO S. GRAVOSO

Vice President for Academic Affairs
Visayas State University
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PROF. CORAZON A. PADILLA

Chief of Staff
Visayas State University
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ENGR. JEFFREY LLOYD L. CAGANDE

Director, ACRO
Visayas State University
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