



NORBERT JOHN O. VILLAS

Education Research Assistant

Goal-oriented individual with 9 years of experience in various industry. Eager to learn and adapt in any given situation. Has experience and skill in monitoring, maintaining, and completing task in given situation. Special interest in achieving goals and research for the benefits of stakeholders and society.

EDUCATION

- Visayas State University
Masters in Management maj. Business Management
Completed in 2022
- Visayas State University
Bachelor of Science in Agribusiness
Completed in 2014
- VSU Laboratory High School
Completed in 2016

CONTACT

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ACHIEVEMENTS

- 2014 – 2015
Won the bidding for the Rehabilitation Assistance for Yolanda Survivors

PROFESSIONAL EXPERIENCE

- Education Research Assistant I – Visayas State University
2021 – Present

Key responsibilities:

- Assist the Vice President in developing programs, projects, proposals to enhance the quality of the student experience
- Provide leadership and strategic direction to all unit offices working with student affairs & services
- Collaborate with departments/offices/units to provide services for undergraduate and graduate students
- Represent the OVPSAS in the community events that deal with student affairs and services
- Conducts research or survey on students' services and provide recommendation for the improvement in the delivery of services to students
- Maintain goodwill and collegial relationship with stakeholders and all other interested parties

- Project Development Officer II – Department of Social Welfare and Development
May 18, 2017 – December 31, 2018

Key responsibilities:

- Develop, Implement & Monitor Sustainable Livelihood Projects for 4Ps
- Prepare, present, and submit reports to the management

- Field Sales Officers (Team Leader) – SL Agritech Corp.
November 3, 2014 – January 3, 2016

Key responsibilities:

- Promote & sell agricultural products to rice farmers
- Scout demonstration area for product testing
- Forecast orders and sales every quarter or semi-annual
- Prepare reports to be submitted to the management

TOP SKILLS

● Hard Skills

- Social Media Management
- Data analysis
- Microsoft Office Usage
- SPSS & Management Science
- Adobe Software Usage

● Soft Skills

- Observation
- Decision Making
- Communication
- Multi-tasking