

# 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.

 [mfestrosas@vsu.edu.ph](mailto:mfestrosas@vsu.edu.ph)

 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 – Graduating

**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  
r.gravoso@vsu.edu.ph

### **PROF. CORAZON A. PADILLA**

Chief of Staff  
Visayas State University  
09268463483

### **DR. MONINA ESCALADA**

Professor Emeritus  
Visayas State University  
09189233657