

JAMES S. TABAT

ADMINISTRATIVE AIDE V (Clerk III)

CAREER OBJECTIVE

A motivated and detail-oriented graduate of Bachelor of Science in Forestry (Cum Laude) with strong organizational, technical, and leadership skills. Seeking the position of Administrative Aide VI (Clerk III) at Visayas State University, where I can contribute my expertise in document management, reporting, and community service to support the institution's mission of academic excellence and public service.

WORK EXPERIENCE AND LEADERSHIP ROLES

Sangguniang Kabataan (SK) Councilor- Barangay

Bitanluan, Baybay City, Leyte 2023 to Present

- Coordinated youth programs, activities, and community projects.
- Handled administrative tasks such as record-keeping, documentation, and report submission.
- Facilitated meetings, assisted in drafting resolutions, and ensured proper filing of barangay records.
- Strengthened communication skills through engagement with youth and community stakeholders.

Academic & Field Training – Forestry Student 2023- 2024

Visayas State University / Field Agencies (DENR, LGU, etc.)

- Conducted research, field surveys, and technical reporting.
- Assisted in administrative tasks such as compiling data, encoding, and preparing field reports.
- Developed attention to detail, time management, and organizational skills.
- Applied technical knowledge in tree measurement, land use analysis, and community resource assessments.

REFERENCES

Renezita S. Come, PhD
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Bitanluan, Baybay City, Leyte

EDUCATION

Visayas State University

Bachelor of Science in Forestry
Cum Laude
2024- 2025

Baybay City Senior High School

Humanities and Social Sciences
With Honor
2019 - 2020

Bitanluan Elementary School

With Honor
2013 - 2014

SKILLS

- Proficient in clerical and office work
- Strong organizational and time management skills
- Effective written and verbal communication
- Computer literate
- Attention to detail and accuracy in preparing reports
- Leadership and teamwork skills through community service

LANGUAGE

- English
- Filipino
- Bisaya