

Maria Fatima E. Chavez

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
(Media Production Assistant)** **06/2023 – Current**

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

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Visayas State University
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PROF. CORAZON A. PADILLA

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ENGR. JEFFREY LLOYD L. CAGANDE

Director, ACRO
Visayas State University
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