



CONTACT



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Cabulihan, Limasawa,
Southern Leyte

SKILLS

- Interpersonal and Intrapersonal Communication
- Adaptability, Critical Thinking, and Conflict Management
- Collaborative Leadership
- Technical and Academic Writing, Proofreading, and Editing
- Research and Public Relations
- Computer Software Proficiency
- Multi-tasking and Time-Management

LANGUAGE

- Bisaya
- Filipino
- English

KIM JURAVEE R. BILLONES

PROFILE

Dynamic and proactive Social Science graduate specializing in Political Science, with a passion for teaching and research. Committed to leveraging strong academic background and teaching skills to create engaging and dynamic learning environments. Adept at distilling complex information into clear and concise formats, fostering effective communication and understanding among students. Passionate about cultivating an inclusive and supportive classroom atmosphere that values and empowers every student. Eager to contribute as a Part-Time Instructor at Visayas State University's Department of Philosophy and Social Sciences, bringing a strong commitment to academic excellence and a passion for inspiring and engaging students in the social sciences.

EXPERIENCE

Student Intern (December 2018)

Human Resource Management Office

Southern Leyte State University - Main Campus

- Supported HR staff with administrative and clerical tasks and participated in projects and improvement initiatives as designed and implemented by HR professionals.

Political Science Intern (July 2022 - August 2022)

Office of the City Councilor Atty. Jerry S. Uy

Tacloban City, Leyte

- Conducted research on legislative issues and concerns, analyzed proposed and existing policies, and made policy recommendations to the office of the city councilor based on research findings.
- Assisted with public relations through administering dialogues with local officials and constituents gauge and evaluate the accessibility of decision-making spaces and institutional safeguards utilized in the delivery of public service.

Academic Clerk (April 2024 - Present)

Faculty of Arts and Sciences

Southern Leyte State University - Main Campus

- Provided assistance to faculty with the preparation, distribution, and management of accurate and up-to-date academic materials and records.
- Serve as a point of contact for students, faculty, and staff regarding academic concerns and disseminate information and updates related to academic programs, policies, and procedures.

EDUCATION

Bachelor of Arts in Social Sciences Major in Political Science

University of the Philippines Tacloban College (UPTC)

July 2023

- Graduated *cum laude*
- UPTC College Scholar for multiple semesters