

KIM CHRISTINE S. BOJA

Administrative Aide III

ABOUT ME

With a Bachelor of Science degree in Development Communication and proven verbal and written skills. Aims to secure employment in a professional atmosphere. Ardent to deliver efficient public services with wider coverage. Excellent in terms of achieving harmonious internal and external communication and passion for research. Has experience working in a fast-paced work environment. Willing to cooperate with the organization regarding administrative works in order to achieve its ultimate goals and objectives, and at the same time, prepared to learn more and grow.

WORK EXPERIENCE

Processor in Project SPLIT (Support to Parcelization of Lands for Individual Titling) of DAR

November 9, 2022 – December 9, 2022

Department of Agrarian Reform Municipal Office – Bato, Leyte

- Ensured that all important documents (copy of CCLOA, list of co-owners, approved master list, approved subdivision plan, lot allocation agreement, and notice of meeting) were complete prior to the field validation survey.
- Gathered additional supporting documents/technical data needed in the parcelization of CCLOA.
- Assisted the Geodetic Engineer in the pre-parcelization activities and in processing field survey data.
- Assisted the conduct of meetings, and dialogues, and prepared all the Individual Land Distribution Folders.
- Assisted the generation, registration, and issuance of individual computerized title (e-title).
- Encoded and uploaded all the data to the data management system.

Radio Intern

November 8, 2021 – January 25, 2022

Visayas State University-Main Campus (Baybay City, Leyte) Development Campus Radio Station DYDC-FM 104.7

- Interviewed different organizations and private individuals that were proactive in contributing progress, particularly in Hindang, Leyte as area coverage for *kalambugan news*.
- Conferred with potential interviewees to gather relevant information for radio plugs, documentaries, and vox pop.

Prestone Brand Ambassadors/Model


June 24, 2019 – June 27, 2019


MNC Auto Care Center - Castrol Service (Baybay City, Leyte) Robinsons Mall (Ormoc City, Leyte)

- Demonstrated to the customers the best quality impacts of the engine oil on the performance of all vehicles effectively.
- Discussed with the customers about the offered free services at the first purchase like tire replacement and alignment, and tapping car maintenance using the endorsed products.



CONTACT DETAILS

 Hindang, Leyte,

 09465368238

 bojakimchristine@gmail.com

SKILLS

Professional Skills

- Communication
- Planning and Coordination
- Flexible and Adaptable
- Coachable
- Attention to Detail
- Organized
- Research

Technical Skills

- Creative Writing
- Editing and Proofreading
- Transcription
- Data Entry
- Microsoft Software Tools (Word, PowerPoint, Excel)
- Email and Calendar Management
- Google Productivity Tools (Docs, Spreadsheets, Meet)
- Clerical Support

UNDERGRADUATE THESIS

Title: Most Significant Change Experienced by Beneficiaries of the Conditional Cash Transfer Program in Selected Communities in Hindang, Leyte

May 2022 – June 2022

- Interrogated with the cash grants living in the three big barangays in Hindang, Leyte, and asked about their significant change experiences to conclude the effectiveness of the program.
- Disclosed the issues involving the 4Ps beneficiaries and recommended possible solutions to the problems.
- Utilized the Monitoring and Evaluation Method, particularly the Most Significant Change (MSC) Technique.

EDUCATION

Bachelor of Science in Development Communication

Visayas State University (Main Campus) – Baybay City, Leyte

August 2018 – August 2022

- Cum Laude
- Consistent Dean's Lister (2018-2022)

Humanities and Social Sciences (HUMSS) – Senior High School

Hindang National High School – Hindang, Leyte

2016 – 2018

- With High Honors
- Best in Creative Writing
- Best in Physical Education

Junior High School

Hindang National High School – Hindang, Leyte

2012 – 2016

- Gold – Band Service Awardee
- Ambassadors of Good Will

REFERENCES

● **MA. JUN A. CINCO**

Department of Agrarian Reform Municipal Office – Bato, Leyte

Municipal Agrarian Reform Program Officer

mjac.41562@gmail.com

● **MARIANE B. UBAY**

Visayas State University (Main Campus) – Baybay City, Leyte

Instructor, Department of Development Communication

mariane.ubay@vsu.edu.ph

● **SARAH FAITH C. DACLIZON**

Visayas State University (Main Campus) – Baybay City, Leyte

Radio Presenter, VSU Development Campus Radio Station DYDC-FM 104.7

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● **ARBE GONZALES**

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