

KIM JURAVEE BILLONES

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Cabulihan, Limasawa, Southern Leyte



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.

KEY COMPETENCIES

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

EDUCATION

Bachelor of Arts in Social Science Major in Political Science 2019 - 2023

- University of the Philippines Tacloban College
- Graduated cum laude
 - UPTC College Scholar for Multiple Semesters

Senior High School Humanities and Social Sciences 2016 - 2018

- Southern Leyte State University - Main Campus
- Graduated with highest honors

LANGUAGE

English	Filipino	Bisaya
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EXPERIENCE

Student Intern

December 2018

Human Resource Management Office

Southern Leyte State University - Main Campus

- **Administrative Support:** Assist with clerical tasks such as data entry, filing, photocopying, and organizing HR documents.
- **HR Projects:** Participate in special HR projects, research initiatives, and process improvement efforts as assigned by HR professionals.
- **Other Duties:** Perform other administrative and HR-related tasks as needed to support the efficient functioning of the HR office.

Political Science Intern

June 2022 - August 2022

Office of the City Councilor Atty. Jerry S. Uy

Tacloban City

- **Legislative Research:** Conduct research on legislative issues, city ordinances, and policies to provide comprehensive background information for decision-making.
- **Constituent Engagement:** Administer dialogues with local officials and constituents to gauge and evaluate the accessibility of decision-making spaces and institutional safeguards utilized in the delivery of public service.
- **Policy Analysis:** Analyze and assess proposed and existing policies, making recommendations to the office of the city councilor based on the research findings.
- **Public Relations:** Assist in managing and responding to constituent inquiries and disseminate necessary information concerning the activities and initiatives of the city councilor's office.

Academic Clerk

April 2024 - Present

Faculty of Arts and Sciences

Southern Leyte State University - Main Campus

- **Administrative Support:** Assist with the preparation and distribution of academic materials and provide support to faculty with administrative and clerical tasks.
- **Data Management:** Process and maintain accurate and up-to-date academic records and utilize academic software and databases to manage information effectively.
- **Communication:** 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.