



# NORBERT JOHN O. VILLAS

## *Education Research Assistant I*

Goal-oriented individual with 9 years experience in various industry. eager to learn and adapt in any given situation. Has experience and skill in monitoring, maintaining, and completing task in given situation. Special interest in achieving goals and research for the benefits of stakeholders and society.

### EDUCATION

- **Visayas State University**  
*Master in Management major Business Management*  
Completed in 2022
- **Visayas State University**  
*Bachelor of Science in Agribusiness*  
Completed in 2014
- **VSU Laboratory High School**  
Completed in 2010

### CONTACT

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### ACHIEVEMENTS

- **2014 – 2015**  
*Bagged the bidding for Rehabilitation Assistance for Yolanda Survivors*
- **2019**  
*Outstanding awardee for the Digital Jobs PH (DICT) – Technical Training Digital Marketing & E Commerce Course*

### PROFESSIONAL EXPERIENCE

#### ● Education Research Assistant I

*2021 – Present*

Key responsibilities:

- Assist the Vice President in developing programs, projects, proposals to enhance the quality experience of students during their college years.
- Assist in leadership and strategic direction to all unit offices working with student affairs & services
- Collaborate with departments/offices/units to provide services for undergraduate and graduate students
- Represent the OVPSAS in the community events that deal with student affairs and services
- Conducts research or survey on students' services and provide recommendation for the improvement in the delivery of services to students
- Monitor and Facilitate the Student Internship Program of the university.

#### ● Project Development Officer II

*May 18, 2017 – December 31, 2019*

Key responsibilities:

- Develop, Implement & Monitor Sustainable livelihood Projects for 4Ps
- Prepare, present, and submit reports to the management

#### ● Field Sales Officer (Team Leader) – SL Agritech Corp.

*November 3, 2014 – January 6, 2016*

Key responsibilities:

- Promote & sell agricultural products to rice farmers
- Scout demonstration area for product testing
- Forecast orders and sales every quarter or semi-annual
- Prepare reports to be submitted to the management

### TOP SKILLS

#### ● Hard Skills

- Social Media Management
- Data analysis
- Microsoft Office
- Photo Editing
- Video Editing

#### ● Soft Skills

- Observation
- Decision Making
- Interpersonal Communication
- Multi-tasking
- Problem solving