

KIM JURAVEE BILLONES

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Cabulihan, Limasawa, Southern Leyte



PROFILE

Detail-oriented and proactive Social Science graduate specializing in Political Science. Committed to leveraging research skills and analytical acumen to ensure meticulous records management and organizational efficiency within academic institutions. Experienced in distilling complex information into clear and concise formats, facilitating effective communication and documentation processes. Passionate about maintaining data integrity and compliance with regulatory standards while adapting to advancements in digital record-keeping technologies. Eager to contribute to the maintenance and organization of institutional records at Visayas State University, fostering a culture of accountability and excellence in administrative practices.

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

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

July 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.

EXTRACURRICULAR ACTIVITIES

UP POLITIKONS

University of the Philippines Tacloban College

- Developed strategic planning, collaboration, and documentation skills through participating in the process of organizing the Biennial Eastern Visayas Political Science Conference.

UP ACCESS (Association of Cana-Speaking Cebuano Students)

University of the Philippines Tacloban College

- Strengthened communication and active listening skills through establishing fellowships and providing support to students who share the same language.