

FARAH BORAZON VILLAFLOR

farahvillaflor14@gmail.com | +639054305898 | Camarines Sur, Philippines

PROFESSIONAL SUMMARY

Dedicated and versatile professional with a proven track record in project management, community development, and local governance. I have honed skills in facilitating collaboration, managing diverse projects, and fostering community engagement. Adept at navigating complex regulatory landscapes, conducting thorough research, and delivering impactful results. Proven ability to adapt to various roles, demonstrating a commitment to enhancing community well-being and promoting effective inter-organizational relationships. Seeking a challenging opportunity to leverage my multifaceted experience and contribute to organizational success.

SKILLS AND ABILITIES

- Attention to Detail
- Time Management
- Communication Skills
- Project Management
- Organizational Skills
- Community Engagement
- Teamwork
- Research and Analysis
- Flexibility
- Multitasking
- Facilitating Skills
- Conflict Resolution

WORK EXPERIENCE

Department Of Social Welfare And Development Office | Philippines 2015 - 2023

Position: Project Development Officer II

- Coordinated project activities, ensuring alignment with organizational goals.
- Developed and implemented project plans, tracking milestones and deadlines.
- Facilitated communication between team members, fostering collaboration.
- Conducted research to support project objectives and decision-making.
- Prepared comprehensive reports and presentations for project stakeholders.
- Managed budgetary aspects of projects, optimizing resource allocation.
- Evaluated project outcomes and identified areas for improvement.

Department Of Social Welfare And Development Office | Philippines 2015

Position: Municipal Link

- Collaborated with local government officials to assess community needs.
- Facilitated communication between municipal authorities and community members.
- Conducted research on relevant policies and regulations affecting the municipality.
- Organized community meetings and events to address civic concerns.
- Prepared reports on municipal issues, providing insights for decision-making.
- Assisted in the implementation of community development projects.
- Managed documentation and records related to municipal activities.
- Engaged in outreach programs to enhance community participation in local governance.

AGTA Tabangnon Tribal Settlement | Philippines 2013

Position: Community Facilitator

- Facilitated community workshops and meetings to encourage active participation.

- Established and maintained strong relationships with community members.
- Addressed concerns and conflicts within the community through effective communication.
- Assisted in the planning and implementation of community development projects.
- Provided support and resources to individuals and groups within the community.
- Collaborated with local organizations to enhance community well-being.
- Conducted surveys and assessments to understand the needs of the community.
- Compiled and presented reports on community progress and challenges.

Municipal Social Welfare And Development Office-BAAO | Philippines 2012 - 2013

Position: LGU Link

- Facilitated communication and collaboration between local government units (LGUs).
- Conducted research on policies and regulations affecting LGUs.
- Organized and participated in meetings between LGU representatives.
- Assisted in the development and implementation of inter-LGU projects.
- Provided support in resolving issues and conflicts between LGUs.
- Prepared reports on LGU collaborations and shared initiatives.
- Engaged in activities to strengthen inter-LGU relationships.
- Ensured compliance with regional and national guidelines in LGU interactions.

TRAININGS AND CERTIFICATIONS

- Creative Training On The Use Of FDS Module in Wash Ineccd For Pantawid Implementers, 2022
- Introduction To Digitalization Training, 2021
- Training On Strengthening Parent Groups Through Orientation On GBV Laws, Referral Pathways And Community Organizing, 2021
- Roll-Out Training On Enhanced Caseload Management With E-Case Management & Priority Integration Of Convergence Approach & Community Organizing 04/12/2017 08/12/2017 40.0 Department Of Social Welfare And Development - Field Office 5
- Training On The Use Of Food And Nutrition, 2016
- Early Childhood Care And Development, 2016
- Group Intervention Planning, 2016
- Training On The Enhanced Family Development Session Manual, 2015
- Training On Social Case Management :Group Intervention Planning, 2015
- Gender Sensitivity Training, 2015
- Roll Out Training On Active Citizenship, 2015
- Training On Water And Sanitation Hygiene, 2015
- Roll Out Training On Swdi, 2014
- Board Passer Under Special Laws-Social Worker, 2014

EDUCATION

University Of Northeastern Philippines | Philippines
Bachelor Of Science In Social Work

Graduated: 2013