

MAY T. KIRTUG

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About Me

A dynamic professional with experiences in the government, corporate industry. My professional journey includes a tenure as a project evaluation officer, political science instructor, quality assurance analyst, and Sr. process associate. My unique blend of skills acquired through my diverse experiences, make me well-equipped and adaptable to government work.

Education

Master of Arts in Political Science
University of the Cordilleras, Baguio City.
Graduated: August 20, 2025

Ifugao State University
Bachelor of Arts in Political Science
22012

Skills

- Communication skills
- Research writing and policy development skills
- Documentation skill
- Training and facilitation skills
- Project management and organization skills
- Team Player
- Leadership skill
- Critical thinking skill

Experience

Political Science Instructor ***Sept, 2023 – Present***
Ifugao State University
Department Head/Chairperson - AB Political Science Program, facilitation of learning and preparation of instructional materials, research and community extension, training management. Social media management.

Project Evaluation Officer ***July, 2022 – Aug. 2023***
Department of the Interior and Local Government - CAR
Project monitoring and evaluation, CapDev facilitator, correspondence preparation, report writing,
Social media management

Political Science Instructor ***2019 – 2021***
Ifugao State University
Training and Extension Coordinator, Facilitation of learning and preparation of instructional materials.
Social media management

Administrative Assistant II ***2018 – 2019***
Office of the Vice President for Administration, Ifugao State University
Business writing: email, memo, letter, project proposal
Document and records management
Admin tasks: social media management

Quality Assurance Analyst ***2016 – 2018***
CxLoyalty Philippines - Affinion Group
Team management, call quality monitoring, coaching, calibration, process improvement, data analysis

Senior Process Executive/ Customer Care ***2013 – 2015***
Cognizant Technology Solutions
Technical support role, order management, email and web management and chat support, e-commerce admin tasks, inbound and outbound calling and data entry