



Marika Taravaki

Enclosed

Cover Letter
CV
Work References

Application

Senior Flight Attendant

MarikaTaravaki
TanoliuVillage
NorthEfate
Phone: 5904878
Vanuatu

To whom it may concern,

In this cover letter I will demonstrate my passion and skills that will support my application and give you insight to my personal character.

My name is MarikaTaravaki and I am highly interested in a position in your organization as a Senior Flight Attendant. I have worked in the hospitality and retail industry just shy of 7 years. I have a diverse range of skills extending to a range of areas outside of hospitality and retail services. I have a thorough knowledge of IT and computer functions, administration and financial procedures.

I am a young person who enjoys and thrives when working with people. I have a spirit for helping others and have always taken the opportunity to give help where help is needed. I have always desired to work for Air Vanuatu as a flight attendant and have been eagerly waited for advertisement for the next intake. I have previously applied with Air Vanuatu for a position in the Sales Department and was short listed for an interview in 2014.

Born in Vanuatu with 3 siblings we all were blessed to be granted with an Australian Education. In 2001 we relocated to a small town in New South Wales where we were to complete our schooling with our adoptive parents. From an early age I was subjected to cultural and social issues that one would experience when relocating to a new country. This however taught me humility and appreciation, gratitude and determination.

I was very active in my school community and was always driven to take part in community activities. My obsession to learn enticed me to participate in numerous extracurricular activities such as debating, public speaking, sporting teams and community voluntary work. As a Christian I was heavily involved with in our catholic church participating in the Altar Servers and Readers & Commentators Ministry. Whilst I was still attending school I obtained a part time job. Working whilst juggling school and other commitments taught me how to organize and prioritize. Years lapsed and I discovered that I was even more driven with independency thus making the decision to complete high school and work fulltime whilst studying abroad where I obtained my Retail Certificates and Qualifications. I have moved back to Vanuatu to reconnect with my biological family.

My previous place of employment was at the Havannah Resort where I worked Front Desk, Reservations/Wedding & Events. I also have organized staff parties and had the honour of being Manager on Duty on Sundays and whilst management were away on leave. Struggling with personal issues at the time I let this overwhelm me at work which affected my performance then leading me to be let go. I have learnt from this experience and can confidently affirm that I have grown and become a well rounded young adult, becoming a mother the major contributing factor.

In Aug 2014 I was blessed with my son who had health complications as he was 5 months premature. I made the necessary decision to stay at home full time until such time he was healthy enough for me to return to work. He is healthy and thriving, strong as an ox and mum ready to jump back into

I trust I have demonstrated the competencies that you require for a possible position and I would like to thank you for your time and consideration in reading my application. I would love nothing more than to be an ambassador for Vanuatu and work alongside an internationally recognized company. I wait with anticipation to hear from you in the near future.

Sincerely,

Marika

MarikaTaravaki

CV

Personal Details

Name	MarikaTaravaki
Address	Tonaliu Village, North Efate
Mobile	5904878
Email	marikataravaki@gmail.com
Date of Birth	29/02/1992

Attributes

- Live by Christian principles and values
- Professional organisational skills
- Ability to lead and work as part of a team
- Use initiative to complete extra duties
- Motivated and highly driven
- Able to communicate with persons of all ages
- 5 years of administrative and hospitality experience
- Prepare structured documentations and letters
- Committed to better the needs of others
- Completion of Secondary Education
- Fluent in English and Bislama
- Highly competent with all standard office equipment
- Able to work in a multicultural environment

Skills

- Committed
- Communication Skills
- Computer Know-How
- Enthusiasm
- Interpersonal Skills
- Leadership
- Organized
- Knowledgeable of Safety/Hygiene Issues
- Thorough

Employment History

2005 – '2009 Gloria Jean's Port Macquarie NSW as **Senior Barista**

Aug '09 – Dec '09 Lonsdale London as **Retail Clerk**

May '10 – Jan '11 Cafe Fondue as **Senior Waitress**

April '11 – April '12 Rumours Night Club as **Senior Bar Staff**

July '13 – *Now Currently* The Havannah Resort as **Reservations and Events Coordinator**

Education Certifications and Qualifications

Primary Education
St. Joseph's Primary School
2000 - 2003

Secondary School Certificate
St Joseph Regional High School
2004 – 2008

Certificate II in Retail Operations
William and Anglis Institute
2009

All hard copies of listed certificates/awards will be available for perusal at the time of interview)

Awards

- | | |
|-------------|---|
| 2003 | Distinction Award Australasian Computer Skills Competition
Paul Wilson Memorial Award |
| 2005 | Participation Award Cross Camping Debating Team
Participation Award Catholic Schools Debating Association
Participation Award Australian Schools English Competition |
| 2006 | Participation Award Cross Camping Debating Team
Service Award St Agnes Catholic Church Altar Servers Ministry
Gloria Jean's Friendliest Person Award |
| 2007 | St Joseph's Speaking Award
Legacy Junior Public Speaking Award
<i>(New South Wales Dept of Education and Training)</i>
Certificate of Appreciation St Agnes Parish Youth Mass (Altar Server)
Service Award St Agnes Catholic Church Altar Servers Ministry
Certificate of Achievement GTAL Extension Program <ul style="list-style-type: none">- 15hours Skill development workshops- 18hours of supervised Practical Experience working with primary school students, as leaders in WINGS GTAL/Extension and Pegasus Leadership Development Program. Community Service Award 10+ hrs
Elected for Student Representative Council |
| 2008 | Elected Female School Captain
School Leadership Award
Community Service Award 50+ hours
House Person of the Year Award
Participation Award Inter School Mock Trial Competition
<i>(The Law Society of New South Wales)</i>
Service Award St Agnes Catholic Church Readers & Commentators Ministry |
| 2013 | Recognition Award The Havannah Resort
- Organisation and management of the staff party |

Referees

All contact information for references are current and each one is aware of this application. Please feel free to contact them during work hours.

Frederick Maclean

Victoria Maclean

Manager of The Havannah Resort

Assistant Manager of The Havannah Resort

Phone 5898600

Email: fvmaclean@gmail.com

(Have approved to give written and verbal appraisals)

Justin Johnson

Owner Rumours Night Club

Phone: +61435584280

Email: justincoastlinkprojects@gmail.com

(Have approved to give verbal appraisal)

Penny Page

Owner of Cafe Fondue

Phone: +61419999876

Email: ppage@mtatravel.com.au

(Have approved to give verbal appraisal)

Tahlia Mason

Previous Manager Gloria Jean's Coffees

Phone: +61490051442

Email:

(Have approved to give verbal appraisal)