

Samantha Niel
Malapoa Whitewood Residence
Email : samanthamackie656@gmail.com
Phone: +678 7641956

Reliable experienced front desk receptionist at De Roza Investment Group Ltd with experience in filing, scheduling appointments, answering phone calls etc. Having also worked in the tourism sector with the Adventure Quad Tours team as a friendly, outgoing and professional tour guide.

PERSONAL INFORMATION

Name: Samantha Niel
Date of Birth: 17.12.1999
Parents: Joseph Niel (Father) and Francиска Mackie (Mother)
Island of Origin: Tanna/Paama
Health: physically fit and healthy (No allergies)

CHARACTERISTICS

- > Interacts well Customers and Employees.
- > Works well individually or in a team where required.
- > Organized and Neat.
- > Works under pressure or over time when required.
- > Shows good initiative.
- > Fluent in both oral and written English, Bislama with a mild understanding of French.
- > Dedicated and professional in the workplace.
- > Has an excellent understanding of the MS Office Programs
- > An eager and fast learner

EXPERIENCE

June 2019 – August 2019 (Holiday Job)

De Roza Investment Group Ltd.

Front Desk Clerk/Receptionist

- > Filing, bookkeeping
- > Scheduling Appointments
- > Taking Phone calls

November 2019 – January 2020 (Holiday Job)

Xander Clause's Tours and Transfers

Tour guide

- > Spokesperson
- > Assisting tourists
- > Tour companion

February 2020 – July 2020

Adventure Quad Tours Vanuatu

Tour Guide and Receptionist

- Guiding and engaging with tourists
- Filing, updating day's work in Excel.
- Completed VAT paperwork
- Lodged VFSC

EDUCATION

February 2016 – November 2018

(Malapoa College, Port Vila)

-Year 12 leaving Certificate 2017

-Year 13 Leaving Certificate 2018

February 2019 – July 2019

(The University of the South Pacific, Port Vila)

-Mathematics Foundation

August 2019 – November 2022

- currently studying Bachelor of Commerce (majoring in
Tourism and Economics)

REFERENCES

Former Teacher, Mr. David Tamata (Malapoa College)
Contact: 22840 / 22841
Email: bss66.mc80@gmail.com

Former Principal, Mr. Shem Simon (Malapoa College)
Contact: 22840/ 22841
Email: malapoacollege@vanuatu.com.vu

Mrs. Lilly Tarosa (De Roza Investment Group Ltd.)
Contact: +678 7740699
Email: leetarosa@gmail.com

Allan Thomas (Xander Clause's Tours and Transfers)
Contact: +678 7363532 / +678 5729230
Email: xanderclause.tour.portvila@gmail.com

Norman Madden (Adventure Quad Tours Vanuatu)
Contact: +61 414 424 876
Email: info@adventurequadtours.com