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## EDUCATIONAL BACKGROUND

Graduate level	Adventist University of the Philippines - AUP master's in business administration major in Human Resource Management 2014 - 2017
College level	BS OAC – Bachelor of Science in Office Administration - AUP Computer and office management 2008 - 2011
Tertiary level	National institute of Technology – (INTV) aka VIT Port Vila, Vanuatu
Secondary level	Lycee Louis Antoine de Bougainville Port Vila, Vanuatu
Elementary	Ecole Sainte Therese – Luganville Santo French elementary School - Vanuatu

## WORK EXPERIENCE

Currently                      2018 (January) – Present  
**Administrative Assistant with Vanuatu Pacific Country Office (VPCO)** – Asian Development Bank, Port Vila Vanuatu

2017 – 2018                      2017 – 2018 (November '17 – January 2018)  
VNPF (Vanuatu National Provident Fund)  
**Training Officer** – Human Resource Department

### Online Job

2015                                  From October 2015 – Present  
**English Subject Tutorial (Private - Virtual)**  
Number of students: 2  
Location: Seoul; Korean

### Onsite Jobs

2015                                  From November 2015 – Present  
**English Subject Tutorial (Private)**  
Number of student: 1  
Location: Santa Rosa Estates 2; Laguna; Philippines

### **Streams Global Services (aka) E-Telecare – Libis, Quezon City, Phillippines**

2010                                  *March – July*  
BPO Business – Outsourcing company in Philippines  
work as a call center agent (CSR/MLA)  
Multi Lingual Agent  
Servicing customer around Europe and America in both languages  
English and French

### **Fort Med – Medical Clinic – Santa Rosa, Laguna - Philippines**

2009                                  *March - April*  
Practicum for Bachelor course (OJT)  
Recording blood and urine analysis at the Laboratory  
Filing patients cards at the outpatient department

### **Aon Risk Services (Vanuatu) Limited**

2000 – 2006                      Handled multifaceted clerical tasks (e.g. data entry; filling; client records management and billing) after several years of work I became a trusted assistant for “can-do” attitude. Other duties under my job description involved  
Preparation of VAT (value added tax) returns  
Banking procedures

Payment of accounts to overseas underwriters  
Propose monthly reports & accounting reconciliation to Aon Sydney office  
Annual external audit – assistance to auditors

### SEMINAR/CONFERENCE ATTENDED

2014      October 15<sup>th</sup> – 16<sup>th</sup>  
*2<sup>nd</sup> International Scholars Conference of the four Southeast Asian  
 Adventist Universities.*  
 Adventist University of the Philippines, Puting Kahoy, Silang, Cavite

2015 May 15<sup>th</sup>  
Seminar on Thesis or Dissertation: *Smart writing*  
By Safary Wa-Mbaleka, EdD, PhD  
One Tagaytay Place Hotel, Tagaytay, Philippines

November 18<sup>th</sup> – 19<sup>th</sup>  
International Conference – AIIAS 16<sup>th</sup> International conference  
*Wholeness in Industry, Education and Health*  
at Lalaan 1, Silang, Cavite, Philippines

2016 September 4<sup>th</sup> 2016  
Seminar on *Writing Retreat for Publication*  
Presented by: Safary Wa-Mbaleka; EdD; PhD  
Hotel Dominique, Tagaytay, Philippines

November 16<sup>th</sup> – 17<sup>th</sup>  
International Conference – AIIAS 17<sup>th</sup> International conference  
*Embracing Disruptive Innovation*  
at Lalaan 1, Silang, Cavite Philippines

## **SYMPOSIUM/COLLOQUIUM ATTENDED**

- 2017                      Colloquium – March 22<sup>nd</sup>  
Topic: *Organizational Innovation in selected hospitals in the Philippines*
- Colloquium – January  
Topic: *Effect on Job rotation on work performance and morale among non-teaching employee*
- 2016                      Symposium - October 27<sup>th</sup>  
Theme: *Competency Based Training – A Bridge to Globalization*

## **RESOURCE SPEAKER**

- 2016                      December 1<sup>st</sup>  
Spoke at the Business Department of Southern Luzon State University  
Lucban Quezon Province – Philippines  
Theme: *Human Resource Management in the 21<sup>st</sup> Century:  
Opportunities and Challenges*

## **DISTINCTIVE QUALITIES/TRAITS**

Has a positive attitude, outgoing, organized, fun-loving, and hospitable, goal oriented, and business inclined, hardworking and patient.

Innovative and willing to learn

Flexible and can work under different circumstance.

Initiative and team player

## **SKILLS**

Typing – (60-120wpm)

Computer Literate – Word/Excel/Powerpoint/Outlook

Languages – Written and spoken

English/French/Bislama

Ability to write Feasibility Study/Business Plan

## **AQUIRED SKILLS**

Communication (Listening; verbal; written)  
Planning/organizing  
Problem solving/reasoning/creativity  
Teamwork

## **ADB AWARDS**

2018 VPKM Awards  
2019 PLCO SPOT AWARD

## **REFEREES**

### *In Philippine*

Dr. Luhalhathi Sausa  
Department Chair – Business  
Center of Graduate School (AUP)  
Philippines

Espina T Well  
Team Leader at E-Telecare at Streams Global services  
Eastwood – Libis Center – Quezon City  
Philippines

### *In Vanuatu*

Pastor Charlie Jimmy  
Youth Director – SDA Mission of Vanuatu  
Port Vila – Vanuatu

Parmod Achary  
General Manager,  
Vanuatu National Provident Fund (VNPF)  
Port Vila, Vanuatu

### **Nancy Wells**

Senior Country Coordination officer  
Asian Development Bank ( ADB, VAN PCO)  
Vanuatu Pacific Country Office  
Port Vila, Vanuatu.

