**VERNIECE KARIE**

| **C/PO 1186 Port Vila | 7782215 | verniecekarie17@gmail.com** |
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# Objective

| **To be able to grow professionally and personally;*** As a women and mother in my community.
* Financially stable and provide for my family.
* Be a role model for other young women as well.
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# Skills & Abilities

| **With my years of experience in various roles in the aviation industry and private sector I have developed the follow skill sets ;*** I have sound knowledge and understanding of the Government procurement and financial systems/processes
* I have established networks with personnel within government and non-government organizations
* I am highly people oriented with high negotiation skills
* I hold high respect and integrity for the organization that I work for
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# Experience

|  **2019-2021** | **Cashier & Administration Officer ,Belair Airways** * My role required me to receive payments for ticketing from customers and also make arrangements for their booking.
* Communicate with customers and confirm booking and other related schedule arrangements.
* I am also responsible for banking and reconciliation of finance and reporting from time to time to management.
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| **2016-2018** | **Maintenance Controller,  Belair Airways*** I was responsible for ensuring that the repair and servicing of planes were done in accordance to planned schedules.
* I was responsible also for developing the plan for ensuring that any damaged plane in any part of Vanuatu was returned safely back to base for repair service.
* I also developed plans for engineers to do routine repairs and servicing.
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| **2014 -2015** | **Filing & Customer Service,  Belair Airways*** I made sure that all sales summary, tickets. Cargo manifest was filed.
* I was responsible also for receiving customers over the counter and phone calls.
* I also assisted with any other day to day operational tasks as required – as flight bookings from customers, island agents for flights etc..
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# Education

| **2013-2013**(Feb-Nov)**2013-2013** (Feb-Nov) | **Higher Vocational Certificate 1 in Business Finance** ,  Port Vila ,  Vanuatu Chamber of Commerce **Vocational Foundation Certificate in Business Management** , Port Vila, Vanuatu Chamber of Commerce |
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# HOBBIES

| **I am someone who enjoys :*** Working and helping others
* Attending and contributing to church & community activities
* Cooking and gardening
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# REFERREES

| 1. **Frida Vira**

Accounts SupervisorBelair Airways77765871. **Natasha Willie**

Youth LeaderPresbyterian Church7753434 |
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