**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. |
| **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.. |

# 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 Supervisor  Belair Airways  7776587   1. **Natasha Willie**   Youth Leader  Presbyterian Church  7753434 |
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