**CURRICULUM VITAE**

**PERSONAL PROFILE**

I am proficient in Law and Social Work and I am pursing to complete my degree in Law and Social Work at the University of the South Pacific. My Carriers are focused in this areas and I would like to develop in this field where my attributes and competencies will be greatly utilized to make me a better person in life. I have good interpersonal skills which includes honesty, trustworthiness and hard worker.

**KEY EMLOYABILITY SKILLS**

***Computer Skills***

* Proficient in MS Word, Excel, and Power-Point
* Very good typing skills and computer literate

***Communication Skills***

* Good written and verbal skills- have presented verbally in school presentations at university and college.
* Good listener and willing to work with new ideas, concepts and individuals to develop a good and result oriented approach.
* Report writing skills

***Time Management Skills/ Multitasking***

* I possess effective time management skills and very punctual to work at all times. I am always ready to do any job at any given time. I also possess multitasking skills and able to complete a job in record time.
* I possess management skills to work in a busy schedule and environment.

***Customer Service Skills***

* I understand the importance of customers satisfaction
* I possess excellent customer service skills and is willing to address and treat customers and clients accordingly and attend to any required needs.

***Community Based Skills***

* I possess exceptional people skills as I have a passion to work in community.

**WORK EXPERIENCE**

* 2018- Counselling Centre at the University of the South Pacific
* 2018- Labour Office Santo- for two months from November 2018 to January 2019, where I have assisted with the administration and office works. I have learnt great deal of information on Administration and office works, which has greatly enhanced my attributes and employability skills.
* 2019- The Ministry of Fiji Women, Children and Poverty Alleviation- for Seven weeks in 2018 and eight weeks in 2019 through one of my major courses. Through this work experience, I have gained a lot of valuable information particularly on Social Work.
* 2021- Department of Customs and Inland Revenue- in January 2021, I get attached in this Organization assisting with data processing, filing and other office works. Through my attachment, I have gain different variety of work experience that has enhanced my attributes.
* 2021- Department of Correctional Service- from September 2021, I get attaché with this organisation in assisting the Probation Officers with clients and other office works. Through my attachment I get to understand what each clients are going through and how rehabilitations sessions and trainings they have gone through helped them understand wrong from right and how to become better.

**EDUCATIONAL BACKGROUND**

* Bachelor of Degree on Law and Social Work – USP (2017-2020)
* Year 13 Santo East Senior Secondary School (2016)
* Year 7-12 Santo East Senior Secondary School (2010-2015)
* Class 5- 6 Santo East Primary School (2008-2009)
* Class 4 Central Primary School (2007)
* Class 1-3 Natawa Primary School (2005-2006)
* Kindergarten- Santo East School (2004)

**ACHIEVEMENTS**

* University of the South Pacific Transcript
* Year 13 leaving Certificate
* Year 12 Vanuatu Secondary School Certificate
* Year 10 Completion Certificate
* Year 8 Completion Certificate

**VOLUNTEER EXPERIENCE**

* Sanma/ Torba Students Sports Chair at Laucala Campus Suva Fiji 2019

**SKILLS**

* Is able to use several approaches to reach a solution
* Is always willing to build relationship and possess a social character (Build Relationship)
* Shows active curiosity in new ideas, looks for learning opportunities and is always open to critics
* Commitment to serving the community
* Is able to lobby for support regarding youth issues of national interest
* Establishes a strong network with employers for youths career advancement
* Fits in well in a team and a team player
* Is gender sensitive and encourages women participation
* Good presentation skills
* Counselling and guidance skills
* Speaks fluent English and slight French
* Fast Learner

**HOBBIES AND SPECIAL INTERSTS**

* Reading and Writing
* Watching Movies and Listening to music’s
* Likes travelling to the rural communities
* Plays Soccer and Futsal
* Outdoor person
* Love cooking & watching cooking shows.

**PERSONAL BACKGROUND AND REFREES**

**Date and place of Birth:** 28 May 1998, Northern District Hospital, Santo in Sanma Province

**Status**: Single

**Referees**

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