**CURRICULUM VITAE**

**Personal Information**

Name: Keliza M Saute (Married Name)

Date of Birth: 04 September, 1989

Age: 32

Origin: Pamma

Address: Santo East Junior Secondary School

 P O Box 161,

 Luganville, Santo

Mobile #: (678) 7309155

Email: keliza.terry@gmail.com

**Qualification/Education**

2019 – University of South Pacific (Laucala Campus)

 **Masters in Education**

2018 – University of South Pacific (Laucala Campus)

 **Postgraduate Diploma in Education**

2017 – University of South Pacific (Emalus Campus)

 **Postgraduate Certificate in Education**

2008 – 2011 - Pacific Adventist University

 **Bachelor in Science**

2006 – 2007 – Suva Adventist College

 Year 11 and Year 12 **Fiji School Leaving Certificate (FSLC)**

2002 & 2005 – Aore Adventist Academy

 **Year 10 National Junior Secondary Certificate**

2003 & 2004 – Epauto Adventist High School

 Year 8 & Year 9

1996 – 2001 – Nambatu SDA Primary School

 Year 1 to year 6

**Experience/Responsibilities**

2011 - Vanuatu Chamber of Commerce

 Part-time receptionist

 Translating English documents to Bislama

2012 – 2013 – Kwataparen Junior Secondary School

 Science Teacher (year 9 and 10)

 Maths Teacher (year 9 and USP preliminary mathematics)

 HOD of Science Department

 Head Dean for girl’s dormitory

 Class Teacher (year 9)

2014 – Aore Adventist Academy

 Biology and Chemistry Teacher (year 11 and 12)

Girl’s Dorm Dean

 Class Teacher (Year 12 science)

2015 – 2017 – Santo East Secondary School

 HOD of Science Department

 Biology Teacher (12 and 13)

 Chemistry Teacher (year 11 and 12)

 Class Teacher (year 13)

2020 – Matevulu College

 Biology Teacher (year 11 & 13)

 Class Teacher (year 13 Science)

2021 – From Jan – June Santo East Junior Secondary School

 Biology Teacher (Year 11 & 13)

 Chemistry Teacher (year 11)

 Class Teacher (year 12D)

 From July till Date Vanuatu Qualification Authority (VQA)

 Principal Officer External Quality Assurance and Compliance

 Overseer of PSET Registration, Accreditation, Assessment and Audit.

**Other Trainings**

In-service training for teachers

Project management Certificate

Financial Management Training

SPFSC Assessment training

Leadership training

**Skills**

Punctual – I am always on time and making sure tasks are completed on time.

Organized – I like to organise my day’s work. It helps me know where I’m at and where I am going. I like an organized environment as well.

Teaching – I have skills in teaching science and educational concepts to secondary students and others. I also have experience in running workshops with Post-Secondary Education and Training (PSET) Providers.

Management – I have managed departmental affairs and teacher’s welfare in my department (science) three times, in different years, at two different schools. I am currently the overseer of the external quality assurance and compliance for PSET Providers in Vanuatu.

Computer literate – I am able to use basic Microsoft word, PowerPoint, and excel

**Languages**

English – I speak, read and write fluently

Bislama – I speak, read and write fluently

**Referees**

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 Bill Iapsen (Former Kwataparen School Principal)

 Simon Luke (Former Adventist General Secretary)

 Jimmy Solomon (Former Principal -Santo East School)

Jacobsen Jondy (Former Acting Principal – Santo East School)

Dominque Mahuri (Santo East Secondary School Principal)

Berry Timothy (Academic Principal)

David Lambukly (VQA CEO)