



Melanie MAKI, Sales and Marketing Rep

melaniemaki405@gmail.com

Certified to be a true and correct copy of the original

Wilma Manmelin

Wilma Manmelin
Commissioner for OATHS

PROFILE

Hardworking and Passionate Sales and Marketing Rep with 3 years of experience. In-depth knowledge and use of innovative marketing strategies. Fluent in English and French both in writing and speaking. Ability to multi-tasks from Marketing to Accounting and Secretariat with a touch of creativity. Attention to details and excellent customer relations skills.

EMPLOYMENT HISTORY

Sales and Marketing Rep, Daily Post Vanuatu

Jun 2019 — Present, Port Vila

Sales and Marketing Rep, Buy N Sell Vanuatu

Jan 2019 — May 2020, Port Vila

Treasurer, We care ministry

Jan 2018 — Nov 2018, Port Vila

Secretary , Lycée Louis Antoine de Bougainville (LAB)

Nov 2016 — Dec 2016, Port Vila

EDUCATION

APTC, Certificate of communication Technologies in Business Success

Jan 2021 — Feb 2021, Port Vila

Cambridge International College, International Diploma of Accounting & Finance in Business Management

Jan 2020 — Jan 2021, Jersey, Britain

Nat Secretariat, Certificate in Secretariat Training

Jul 2020 — Aug 2020, Port Vila

Pacific Green Business Center, Certificate of Jumpstart Your Green Business

May 2018 — Jun 2018, Port Vila

ANZ Bank, Certificate of financial literacy

Jan 2017 — Feb 2017, Port Vila

Lycée Louis Antoine de Bougainville (LAB), Diploma in computer science

Mar 2016 — Oct 2016, Port Vila

DETAILS

5275575/23224

SKILLS

Computer Skills

Ability to Work in a Team

Adaptability

Ability to Multitask

Customer Service

Creativity and Problem Solving

Customer Service

Communication Skills

Digital Marketing

Digital Communications & Marketing

Marketing and Sales

LANGUAGES

French

English

HOBBIES

Reading, Sport, Movies

Lycée LAB, Year 13 Certificate

Feb 2015 — Dec 2015, Port Vila

Lycée LAB, Year 12 certificate

Feb 2014 — Dec 2014

REFERENCES

Goretti Lunabek, Lycée LAB

22856 – lunabekg@gmail.com

Obas Jimmy , We care ministry

25668 – wecareministry.aog.vu@gmail.com

David Napong, Buy N Sell Vanuatu

7370276 – davynapong@gmail.com

Peter Stadly , Daily Post Vanuatu

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