

**MELISA KATHERINE GEORGE**

**Address :** Freswota 4, port Vila, **Phone:** +(678)7357803

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**AGE**

21 Years old

**Personal Qualities**

- Dependable and efficient
- Mature and positive attitude
- A good sense of social interaction
- Good communication skills
- Good and supportive team worker ( can also work individually with less supervision)
- Fast learner
- Honest
- Good time management

**Education**

**2021**

- **Nat. Secretariat. Services** – Certificate Of organization and management training.

(phone management and handling, making appointments, Taking messages, Dairy management, meeting organization, note taking in meetings (minutes), personal management, invoice payments and Basic banking, taking responsibility and initiatives, organizations of a secretary.)

- **Youth challenge Vanuatu** – Certificate of completion on money minded (financial literacy).

(Financial skills, Basic money management, Basic financial knowledge and confidence.)

**2020**

- **Central secondary school** - south Pacific Form seven (year 13) Certificate.

(English , calculus, Biology, chemistry, agriculture. )

**2017 – 2018**

- **Central secondary school** - Vanuatu secondary school (year 12) Certificate.

(English, math, Biology, chemistry, agriculture, Basic Chinese.)

#### **2015 -2016**

- **Central secondary school** – year 10 leaving Certificate.

(English, math, Chinese, Basic science, social science, religious education, physical education, agriculture.)

#### **2005 -2014**

- **Vila East primary school** - year 8 leaving Certificate.

(English, math, social science, Basic science, religious education, physical education, agriculture.)

-Completed primary education.

#### **Experience**

##### **2021 ( January - March)**

**Hibiscus motel** - House keeping section.

(Cleaning of guest rooms, bathrooms, toilet, laundry, changing of guest bedding and maintain healthy hygiene rules.)

#### **Skills**

- Very Good cleaning skills
- Good healthy hygiene skills
- Good knowledge in Micro soft word
- Fair knowledge in excel

#### **Interests**

- Netball
- Listening to music
- Cooking and baking
- Camping/Bushwalk
- Reading
- Decorating

#### **Referees**

- Mrs Leah Edgell  
Hibiscus Motel

Port Vila , Efate, Ph: 28289