**CURRICULUM VITAE**

Name: Doreen

Surname: Leona

Date of birth: 7/06/95

Gender: Female

Email: doreenleona2021@gmail.com

Phone: 678519 2070, 6787694297

Port Vila, Efate

**Professional Summary**.

* Hardworking and driven to work quickly and effectively on projects in all types of environments.
* Reliable Intern studying in Human Resource seeks an internship opportunity to expand skills and gain valuable real-world experience.
* Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.
* To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.
* Happy to learn new things.

**Education**

University of The South Pacific Port Vila Expected in 12/2022 Diploma in Human Resource Management

University of The South Pacific Port Vila in 06/2020 Certificate IV in Human Resource Manager

Santo Christian School Santo in 12/2015 Year 13

Saint Patrick’s Collage Ambae in 12/2012 Year 12

Santo East School Luganville, Santo in 12/2010 Year 10

Lini Memorial Collage North Pentecost in 12/2008 Year 8

Atavtabanga School North Pentecost in 12/2006 Primary

**Skills**

* Teamwork and Collaboration
* Organization and Time Management
* Flexible and Adaptable
* Self-Motivated
* Leadership
* Interpersonal Communication

**Work History**

Emalus Shop, Apartments, Take Away - Supervising Employees.   
Port Vila, Shefa Province 03/2020 - Current

* write down the rules in the work place.
* distribute each employee to their duties every day.
* open the shop every morning and check all the cashes, goods before the shop keeper take over.
* check the employees work to make sure it is done properly, that includes the chefs, the apartment cleaners and the shop keepers.
* order and buy cargo every day.
* make negotiations with other clients to sell their products in the shop.
* deposit Everyday sales in the bank.
* transfer and receives calls from agents in santo and Pentecost for any customer transferring money or receiving money.
* report everything to the employer at the end of each day.
* being a cashier from 6:00pm to 11:00pm.

World Vision Vanuatu - Data Entry Operator   
Luganville, Sanma Province 03/2019 - 07/2019

travel around the island of santo and collect data from every house hold and send them back to the office.

Red Cross Vanuatu - Volunteer   
Luganville, Santo 01/2018 - 04/2019

* Volunteered with groups and organizations to help make measurable differences for program recipients.
* Conferred with representatives of local governments to assess and meet community needs.
* Adhered to organization procedures and instructions to maintain safety for program participants and other workers.
* Encouraged donations by supporting community fundraising events and campaigns.
* Organized and managed events and projects as part of community support services.
* Teamed with community organizations and government agencies to increase outreach and service utilization.
* Spoke with community organizations to boost outreach and highlight programs successes.
* Assisted with special events or programs.
* Used strong interpersonal communication skills to convey information to others.
* Coordinated work of project dedicated to raise awareness of need, applying strong project and team leadership to enhance success.

Oxfam Vanuatu - Volunteer   
Luganville, Sanma Province 08/2018 - 08/2018

* Engaged in community outreach to aid program mission centered on community support and enrichment.
* Supported staff with clerical work and other office tasks.
* Conferred with representatives of local governments to assess and meet community needs.
* Volunteered with groups and organizations to help make measurable differences for program recipients.

Additional Information Rename

* I love the feeling whenever there is a goal achieved.
* helping other people to understand their jobs well.
* carried out what ever task assigned for me.
* Socialized with others.