**CURRICULUM VITAE**

**PERSONAL DETAILS**

* **Name:** Stanley
* **Surname:** John-Fred
* **Date of Birth:** 11th September, 1989
* **Sex:** Male
* **Marital status:** Engaged
* **Nationality:** Ni-Vanuatu
* **Occupation:** Vocational Business Trainer
* **Religion:** Christian

**PERSONAL CONTACTS**

* **Address:** Elouk Plateau, P.O. Box 1219, Port Vila
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* **Mobile:** +678 7332272

**ACADEMIC/EDUCATIONAL BACKGROUND**

* **2014:** Completion of the Certificate IV in Training and Assessment at Australia Pacific Technical College (APTC), Port Vila Campus.
* **2011:** Completion of the Diploma in Accounting and Management at Fulton College, Fiji.
* **2009:** Completion of Foundation Studies for university entry at Fulton College, Fiji
* **2008:** Completion of year 14 at Lycce LAB (DAEU-Diplome d’Acces aux Etudes Universitaire), Port Vila
* **2007:** Completion of year 13 National Certificate at Lycee LAB, Port Vila
* **2006:** Completion of year 12 National Certificate at Lycee de Luganville, Santo.

**SHORT TRAINING ATTENDED**

* **26th June – 30th June 2017:** Attended the MoneyMinded Training of Trainers held in Port Via.
* **27th April – 1st May 2015:** Attended the Training of trainers Workshop on Start Your Business (SYB), held in Nadi, Fiji.
* **31st August – 17th September 2015:** Attended the Training Program for Young Leaders for Pacific Island Countries/Small and Medium Enterprises Development and Promotion Course in Tokyo, Japan.

**EXPERIENCE BACKGROUND**

* **2020 – 2021:** Assist in admin/secretarial work at the Youth Empowerment Society for Vanuatu (NGO) in Port Vila
* **2019:** Taught Accounting and Economics for senior classes in Epi High School.
* **September 2017 – February 2018:** Employed at the Vanuatu Qualification Authority as Quality Assurance Officer (Provider Registration).
* **February – August 2017:** worked Part time as Shefa Youth and Sports Officer at the Department of Youth and Sports Development
* **2014-2016:** Employedby the Vanuatu Chamber of Commerce and Industry as Business Finance Trainer. Module trained and accessed:
* General Business Management
* Financial Accounting
* Financial Management
* Retail Business Management
* Start Your Business (Business Planning)
* Computerized Accounting - MYOB Setting Up & Day to Day Process Courses.
* **2014:** Affiliate with TVET strengthening program assisting delivery of business trainings and workshop to locals business owners around Malampa and Sanma provinces:
* General Business Management training, Rensarie College Tele center, Malakula, Malampa.
* Complying with Vanuatu Law and Business Regulations workshops at Norsup, Malekula and Luganville, Santo, targeting tourism business owners.
* Basic Costing and Record Keeping workshop at Luganville, targeting handicraft business owners.
* Retail Business Management training at Avorani, west Malo, targeting retail business owners around the area.

**YOUTH PROGRAMS ENVOLVEMENT**

* Delivered Start Your Business Training for people with disability in Luganville involving youths in particular; Assist them identifying best business ideas that is suitable and relevant to their ability.
* In 2016, I was engage by the South Pacific Community (SPC) in collaboration with Youth at Work Project on delivering Start Your Business (SYB) Training to youths in Luganville for the Young Entrepreneurship Program (YEP).
* After participated in the Regional Young Entrepreneurs Forum in Suva, Fiji, on July last year, 2016, I was able to establish the Young Entrepreneur Council Vanuatu (YEC) housed by the Vanuatu Chamber of Commerce and Industries (VCCI). With the technical assistance from ILO, in collaboration with VCCI, we were able to launch the first ever Young Entrepreneur Council here in Vanuatu at the end of 2016.

**SKILLS**

* **Language skills:**
* **French**: have ability to speak, write and read in French language since my Primary and Secondary education was done in French education schools.
* **English**: have ability to speak, write and read in English language since my tertiary and university study was done in English.
* **Bislama**: have ability to speak, write and read in Bislama since I am a Ni-Vanuatu.
* **Computer skills:**
* **Microsoft office software**: have ability to use all Microsoft office programs including Word, Excel, Database, etc…, since I designed training materials using words, creating presentations, entering grades and scores in excel and keeping students details in database.
* **Accounting Software**: have ability to use MYOB software and other similar computerized accounting software since I taught it.
* **Internet**: have ability to use the World Wide Web to communicate through Email and social networks, get information through Google search engine and online Encyclopaedia, etc…
* **Driving skills:** have ability to drive with valid Driving License.
* **Compliance & auditing skills:** was involve in assisting the VCCI audit team in reviewing and auditing the RTP (Registered Training Provider) status to comply with the standards of registration and condition of registration set by the VQA (Vanuatu Qualifications Authority) under the VQA act amended in 2014.
* **Report writing skills:** my report writing skills is excellent. At the end of each trainings and workshops that I delivered, I compiled and submitted numerous reports.
* **Note taking skills:** my note taking skills is also a plus. In all meetings and workshops that I attended, I am well update in every key points highlighted.

**HOBBIES**

* Communicating with People
* Watching Movies
* Playing video games
* Driving

**REFEREES**

* **Mr. Arthur Edgel**

Training Manager

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* Steve Kiel

President

Youth Empowerment Society for Vanuatu

Port Vila