**CURRICULUM VITAE**

Tarboe Cynthia

C/Daily Post

Phone: 5616982/7773105

P.O.Box: 1292

**EDUCATION**

**2013 October- December:** Bookkeeping Course at the Business Training Development Services

**2010** **July to November**: Foundation Macroeconomics (ECF03) atUSP

**2010 February to June**: Communication and Study Skills (LLF11) at USP

**2008** **April to May**: Certificate in computing (Leve1 and 2 at Wan Smol Bag)

**2007\_2008 13 March**: Higher Vocational Certificate I in Tourism Inbound and Outbound at the

Hospitality Tourism and Leisure Training Centre.

**2005\_2006**: Obtained the Certificat National De La 12ème Année Francophone Littéraire

At Lycée De Luganville.

**2001\_2004**: Obtained the Certificat De Fin D’Etudes Du Premier Cycle at Collège De

Luganville.

**WORK EXPERIENCE**

**2009/2022:** Currently work at the Daily Post as a Reception and Advertising Reservation Officer.

**10/12/2007 -18/01/2008 :** Attachment at Irririki Island Resort. The training covered the following areas: Receptionist, Switchboard Operator, Filing, Front Office Cashier, Guest Relation

**14/05/2007 - 22 06/2007:** Attachment at the Vanuatu Tourism Office. Training covered the: Information Section, Front Office Administration and Answering Tourist in liaise with Hotels and Tour Operators.

**SKILLS**

Technology: Simple word, Excel Document, Internet and Telephone Handling.

Languages: Fluent in French written and spoken, Bislama and knowledge in English.

**INTEREST AND HOBBIES**

Interest: Work as a team, help others, learn new things, reading

Hobbies: Playing Netball, Picnic, Listening to Music, Watching TV

**RFERENCES**

Miss Edna Tukor Mr Kevin Tabi

Marketing Assistant Tourism Teacher

Vanuatu Daily Post Hospitality Tourism and Leisure Training Centre

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