



# Joan Stephanie SAWIA

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## **EXPERIENCE**

**20th July 2016 - 22nd July 2016**

**[Office Clerk / Assistant Human Resource Officer / Receptionist Intern • Supreme Court of the Republic of Vanuatu](#)**

3-days placement planned by school in order for us to discover the professional and working environment. Internship during which I assisted the Human Resource Officer, the Receptionist as well as the Judges' Legal Secretaries by doing the following tasks:

- Greet clients and answer enquiries
- Processing all incoming court documents by scanning them, uploading them to online as well as physical filing systems according to case type, year and case number.
- Sorted out all sick leaves and updated employees' absences on a Government Software with all their work attendance details.
- Answering incoming phone calls and directing the call to the appropriate person.

**2017 (for at least 6 months)**

**[Music Education Apprentice Tutor • Ensemble Nabanga Young Musician Group • Port Vila French School](#)**

Apprentice music tutor. Assisted the music teacher, Mrs. Barbara Idieder, in teaching for kids with academic difficulties how to read and write music, play violin, cello, viola and piano

**December 2019–March 2020**

**[Office clerk • Hudson & Co, Marie-Noëlle Ferrieux Patterson Lawyers](#)**

I did my Summer Holiday job at the Ferrieux-Patterson Law firm where I assisted Mrs. Marie-Noelle Ferrieux Patterson's Legal Secretary as well as the other administrative officers. I was assigned the following tasks:

- Receiving legal documents, scanning and photocopying them, and updating the online as well as the physical filing system according to the clients' number and case number.
- Creating new clients' folders
- Delivering and serving Legal Documents to offices or people.
- Translating Sworn Statements from Bislama to English, Bislama to French, and from English to French or vice-versa
- Photocopying case files with more than 1000 pages and filing them appropriately
- Banking
- Other tasks on legal Documents
- Drafting Letters
- Writing down meeting memorandums
- Transcribing audios in English, French and Bislama

### **8<sup>th</sup> September 2020 - March 2020**

#### **Receptionist Intern • 3Link Communications, High-Speed Satellite Broadband**

I started working for 3Link Communications as an intern in its office located in Port-Vila, then got promoted to a part-time permanent staff position at least 3 months after because I had to go back to taking face-to-face courses. I was assigned the following tasks:

- customer service
- administrative tasks: filing, banking, recording of daily expenses
- logistics
- cleaning

### **June 2021 -February 2022**

#### **Office Administrator, Port-Vila branch • 3Link Communications, High-Speed Satellite Broadband**

In charge of overseeing a set of daily activities related to the maintenance of the office building, financial planning, record keeping and billing, personal development, physical distribution and logistics within the Port-Vila branch:

- Supervising administrative staff and dividing responsibilities to ensure performance
- Keep stock of office supplies and place orders when necessary
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative and technical staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports
- Assist colleagues whenever necessary

### **March 2022 - Present**

#### **Finance Officer • 3Link Communications, High-Speed Satellite Broadband**

- Keep accurate records for all daily transactions
- Prepare balance sheets and account statements
- Process invoices
- Record accounts payable and accounts receivable
- Update internal systems with financial data
- Track bank deposits and payments
- Assist with budget preparation
- Provide customer service to clients
- Resolve financial disputes raised by the customer service and sales teams
- Supervising administrative staff and dividing responsibilities to ensure performance
- Supervise administrative and technical staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Supporting the Chief Executive Officer, Vila Office Administrator and Laganville Office Manager with projects and tasks when required

## **EDUCATION**

<b>NAME OF ORGANIZATION</b>	<b>FROM</b>	<b>TO</b>	<b>HIGHLIGHTS</b>
Cambridge International College	August 2022	August 2023	Currently completing a diploma in Business Bookkeeping & Accounts
Toulouse 1 Capitole University & Vanuatu National University	February 2021	November 2021	-Bachelor's degree in Economics and Social Administration: Completed my first year -Elected by the other students of my promotion as not only the person in charge of the whole promotion - Board member of the 2021 National University of Vanuatu Students' Association.
Port Vila French High School	February 2016	November 2019	-Science student -Handball and hiking -Studied math and science in english -Studied french literature and spanish -Class captain in 2016 and 2018
Montmartre Secondary School	2012	2015	-Dormitory captain in 2015 Class captain in 2012, 2013, 2014, 2015 -Best Vanuatu National Examination grades for Montmartre students twice: Year 8 (2014) and Year 10 (2015) -Awarded a 4-years scholarship to study at the Port Vila French High School under the French Government Curriculum
Sainte Jeanne d'Arc Primary & Catholic School	2006	2011	Got a top student award in 2009 for scoring 10/10 for all end of term exams.

## **CERTIFICATES & DIPLOMAS OBTAINED**

- French General Certificate of Secondary Education, grade A- pass, Port Vila French High School, 2016
- Level 2 Road Safety Certificate (ASSR2), Port Vila French School, 2016
- First Aid Certificate, Vanuatu Red Cross Society, 2016
- Certificate of Computer Science and Internet (B2i), Port Vila French School, 2016
- Merit Certificate for my participation in the realization of the Language Day 2019, Port Vila French School, 2019

- High School Diploma, Scientific Series, Life, and Earth Science specialty, European Section: English, Port Vila French School, session 2019
- Certificate of completion of the EQUALS Tech4Girls E-Commerce Workshop, EQUALS Global Partnership in collaboration with GSMA, Verizon, Commonwealth Business Women's Network, BPW Australia, and CodeGirls, 6th November 2021

## **LEISURE**

- Music
- Sports: Handball, Volleyball and Running
- Cooking
- Movies and Documentaries
- Reading

## **LANGUAGES & SKILLS**

- French: Fluent
- English: Fluent
- Spanish: Basic
- Bislama: Fluent
- Multitasking
- Microsoft Office Apps: Word, Powerpoint, Excel, Calendar, and Outlook
- Quickbooks Accounting Online App
- Shopify Commerce Platform for small or big businesses
- Google Apps: Drive, Gmail, Maps, Sheets, Calendar, and Docs

## **REFERENCES**

(Attached)