



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

8th 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 Luganville Office Manager with projects and tasks when required

EDUCATION

NAME OF ORGANIZATION	FROM	TO	HIGHLIGHTS
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)