

CURRICULUM VITAE

PROFILE

Name: Joana matansawan Bule

Date of Birth: 01/06/1997

Residence: Etas

Island of origin: Pentecost

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PERSONAL SUMMARY

A self-motivated and hardworking person towards my career and life. Has the motivation to learn new skills to improve my quality of work and expand my knowledge. Has the ability and knowledge to perform tasks according to procedures and regulations. Looking for a challenging career path which will allow me to build upon my diversified background and allows me to have an opportunity to advance within the organisation.

KEY SKILLS

- Basic and intermediate Microsoft word Excel
- Data Entry- entering data into system for record purposes
- Filing – maintained a comprehensive filing system and be able to locate and retrieve information from files as directed.
- Recording – keeping records of materials filed or removed
- Strong multi-tasking skills and attention to detail
- Fast decision making
- Cooperative and Optimistic

EDUCATION

Short courses

- 17th May to 01st July 2021 – Youth entrepreneurship – Commonwealth of Learning in collaboration with USP
- 01st March to 18th April 2021 - Youth rights, Civic Engagement and Political Participation – Commonwealth of Learning in collaboration with USP
- 11th November to 25th November 2020 - Intermediate Microsoft Excel – Edwards Institute of Technology
- 26th October to 06th November 2020 - Basic Microsoft Word – Edwards Institute of Technology

- 16TH March to 23rd April 2020 - Functional Numeracy – Commonwealth of Learning in collaboration with USP

Tertiary

- 2021 University of the South Pacific [Certificate of Human Resources]
- 2019-2020 University of the South Pacific [Bachelor of Science(100 level courses)]

Secondary

- 2012-2016 Malapoa College – years 9 to 13 (Vanuatu Secondary School Certificate + South Pacific Form Seven Certificate)
- 2010-2011 Pangi School – Years 7 and 8

Primary

- 2003-2009 Ranmawot Primary School – Preschool to class 6

HOBBIES AND INTERESTS

- Travelling – i love adventures and new experiences (different cultures) with the world outside of our comfort zones.
- Reading and Writing – it broadens my knowledge and vocabularies.
- Cooking and baking
- Farming and gardening

REFEREES

Mr Edgar Matasanvulu Hinge
Vanuatu Cultural centre
Port Vila
Mobile 5969821

Mrs Leisara Obed
The Academic principal
Malapoa College
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