MElissa Buleval

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# Objective

A Young motivated person with desires to increase work experience as an Administrative Assistant in a local, NGO or government organization

# Experience

**World Vision Vanuatu**

Casual / Temporary Staff for Covid Response Project **May 2021 – July 2021**

* Distributions of NFI’S
* Packaging
* Data Entry

**Vanuatu Football Association**

Volunteer  **2020**

* Filings

**Department of Youth and Sports Development**

Intern **June 2020 – July 2020**

* Receptionist
* Mail Registration
* Filing
* Cleaning
* Messenger

**Hudson and Co**

Secretary **2016**

* Service Delivery of documents
* Typing
* Registering Mail
* Answering phone calls

# Education

**Lyceé Louis Antoine de Bougainville** Port Vila **2016**

Year 13 Certificate

**Lyceé Louis Antoine de Bougainville** Port Vila  **2015**

Year 12 Certificate

**Ecole Publique Centreville**  Port Vila **2013**

Year 10 Certificate

**Kamewa Center School** Santo **2011**

Year 8 Certificate

# Training courses

**Youth Challenge Vanuatu** Port Vila **2020**

Ready For Work Program

* Life skills and Leadership Training
* Gender Base Violence
* Computer Training
* Job seeking skills Training
* Covid-19 Awareness Training

**Edwards Computer Foundation** Santo **2005-2007**

* Junior IT (Intermediate Level 2 Courses) Certificate
* Junior IT Courses (Basis) Certificate
* PC Kids Club (Intermediate Level 1) Certificate
* PC Kids Club ( Basic Courses)

**LANGUAGE:**

* Fluent In Bislama
* Fluent in French
* Basic English

**SKILLS** :

* Good Communication skills
* Good Teamwork
* Self management
* Fast Learner

**REFERENCE:**

1. Marie Noëlle Ferrieux Patterson, General Manager

Hudson and Co, Barristers, Solicitors & Notary

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1. Batick Naros, Career Development Coordinator

Youth Challenge Vanuatu

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1. Henry Tavoa, Director

Department of Youth and Sports Development

Tel: (+678) 23561

1. Keias Saman, People and Culture Officer

World Vision Vanuatu

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