Jessica Margreth Sandie



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I’m a third Year student, currently pursuing Bachelor Degree in Accounting and Economics, University of the South Pacific, Emalus Campus, Port Vila, Vanuatu.

**Experience**

05/02/2019-30/11/2020

**Sales assistant-Excel store (Retail shop), Port Vila**

* Entering data into the computer(using Excel)
* Answering telephone calls

25/11/2017- 31/12/2017

**Receptionist –Trade Department, Port Vila**

* Receiving visitors at the front desk by greeting and welcoming them appropriately
* Answering and forwarding incoming phone calls
* Filing documents

**Education**

2019-2020

**Enroll in the undergraduate programme (BCOM), majoring in Accounting and Economics @ university of the South Pacific, Emalus Campus**

2016-2018

Completing Year 11 to Year 13 @ central School, Port Vila

2015

Completing year 10 @ Vila North School, Port Vila

2014

Completing Year 9 @ Ulei Junior Secondary School, Port Vila

2004-2013

Completing kindy School to year 8 @ Freshwater Bilingual school, port Vila

**References**

References are available upon request.