

Curriculum Vitae

Sinaivanua Godwin Molvatu

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SUMMARY STATEMENT

- Confident in English, both written and oral speaking.
- Confident in IT skills and teaching assistant.
- Attentive, trustworthy, and skilled.
- Considerate as a team-player with aspiration to work with students and teachers from different nationalities.
- Socialize and get along with supporting training programs including the ability to work outside the essential business hours.

ATTRIBUTES

- I am confident and respectful with great honour and I have a core of strong ethic where my family, my youths and employers have instilled in me the value of handwork that leads to success and fulfilment. My faithfulness also supports the strength of this ethic.
- I believe I am honest and humble and that everyone accountable in what they do socially including different nationalities.
- I have confidence in using my creativity as well as the strength of teamwork to reach a common goal in supporting training programs.

SKILLS

Team work

- Coordinated and planned and accomplished schedules with members of the perfect body.
- Handle essential communication skills in learning support in IT and accomplished positive feed with students.
- Communicate effectively with students of different nationalities members to achieve common goals.
- Contact with student's youth support other social activities.
- Share extensive knowledge with ICT skills and other software skills.
- Work with the Church Council Committee.
- Work with the Youth members to Facilitate trainings.

Management

- As part of responsibilities assisting teachers for training students for IT learning on Microsoft excels and web engines with instructions.
- Managed student's activity with teachers and deputy principal.
- Flexible in delivering and supporting trainings programs that include the ability to work with internal business hours.

Administration

- Work with the Financial Officer to process procurements.
- Support the Facilities Officer to property maintenance and service.
- Work with the WHS team towards the work health and safety for students and staffs.
- Planned student social and educational activities, including school sports and cultural events and fundraisings.
- Support teachers with recording and developing skills, and setting up hardware and software skills.
- Work as the Church Council vice Secretary.
- Engagement with training opportunities to improve personal and professional competency.
- Communicate clearly when supporting the teams, show respect and value peoples need and apply Code of conducts and policies of work.
- Engage with the operation manager weekly to present and report tasks for effective development.

Computer skills

- Work with Microsoft office programs including Microsoft word, outlook, Microsoft excel, Microsoft PowerPoint and Microsoft publisher.
- Eligible in setting up computer software.
- Creating music, images, and movies using applicable software from computers.
- Installing software's and upgrading windows and software applications (ESET & windows 10).
- Create Data Sheets and analyse data.
- Work with the N-Central System to monitor all Computers in the campus.
- Monitor Cisco or Meraki Dash board.
- Monitor Forti-Net Dash board.
- Monitor Work phones through system for theft and malware activities.
- Support students and Staff with ay ICT issues.
- Assigning tickets to IT staff around the pacific Countries – Regional tickets.
- Deploying ESET agent to windows and also phones for security purposes.
- Attending Outlook 2019 Essential classes
- Create Guidelines for outlook users.
- Create Guidelines to how to image a laptop – Staff & Student laptop.
- Create Guidelines to how to deploy an ESET defence system.
- Work on Deep Freeze application for devices in server.
- Create Guidelines to ICT tips and tricks.
- Skills and knowledge in Adobe Photoshop (Basic).

Educational Background

2020 - 2021 APTC

- IST (International Skills Training) Certificate.
- Webinars from TAFE Queens Land.
- Training and knowledge to monitor N-able dashboard.
- Training and knowledge to work with ESET MDM for windows and android.
- Skills in Adobe Photoshop (Basic).

2019 APTC

- Education support certificate III student.
- Successful in assessment and practical observation with students from different schools. (Pikinini play time and Port-vila International school)
- Involve in school ICT student body.
- Participated in school cultural concerts and excursion activities.
- Recognised as one best student working with inclusive student learners.
- Assist learning support in IT.

2015-2017

USP (University of the South Pacific)

- Attending Bachelor of Commerce in Finance and Management and education 153 in society.
- Achieved U100 course on Information technology that links with Microsoft office programs.
- Involved in student committee.
- Passed all 100 level courses on finance and management.

WORK EXPERIENCE

July 2019 – December 2021 (Current) APTC

- Install Hardware and Monitor the Cisco or Meraki Network – Networking and data usage.
- Monitor the Forti-Net Dashboard to ensure there is no unwanted traffic passing through the organization network.
- To trouble shoot and resolve the printer spooler issue with the printer.
- To observe and trouble shoot network issues for online trainings and the overall networks.
- Continues support to Micro Credential issues with User accounts and network issues.
- Support team with ICT learnings (ICT Tips).
- Completion of helpdesk jobs within SLA timeframe. Attending to at least a minimum of 5 helpdesk tickets per day.

- Monitoring of Fortinet firewall to ensure approved traffic passes through APTC network
- Build /load images on APTC device
- Ensure all devices across APTC – Vanuatu campus are patched which includes student network.
- Do installation of software authorized by the RHO team/ICT team.
- Support the Facilities/Property Team.
- Assist the Education Support trainer to deliver training – 3 (three Weeks).
- Support the Operations team to process procurements and dispatch items to Fiji.
- Creating ESET account/Enrolled Windows and android agent in the ESET dashboard or Central.
- Monitor and install agent for windows N-able remoting.
- Support the Education support Trainer with assessment – 3 months.
- Trouble shoot windows update issues.
- Trained on basic skills to observe and report any issues through network – Firewall training.
- Create Guidelines to ICT tips and tricks.
- Create Guidelines to ESET deployment.
- Create Guidelines to outlook 2019 essential.
- Assigning Tickets in Helpdesk dashboard -Regionally.

January- December 2017- 2018 Fres Wota Bilingual school

- Teacher Assistant in grade 6, grade 2 and grade 5.
- Responsible in teaching Mathematics and general studies, creating and implementing school strategy, writing reports and coordination social activities.

January 2016 Sarakata centre school

- Assistant teacher in year two and year five in the absence of the head teachers.
- Responsible for school talents shows and cultural events training students and managing activities programs.

ACCOMPLISHMENTS

- Appointed as assistant head boy in form 5
- Selected for Australian maths competition
- Appointed as assistant church Youth coordinator for three years and devotional leader.

HOBBIES

- I like playing guitar and piano
- I like listening to music and reading

- I enjoy participating in extra-curricular activities such as sports, scouting, debates, educational role play and speeches.
- And I also like to create role play narration and background soundtracks.

Reference

Anne Niatu
Operations Manager
Australia Pacific Training Coalition
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Mr Manses Kalo
The Principal
Fres Wota Bilingual school
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