

CURRICULUM VITAE

Personal Details

Name: Richard Patterson
Sex: Male
Date of birth: 12/06/1992
Nationality: Ni Vanuatu
Marital Status: Single
Religion: Seventh Day Adventist (SDA)
Telephone: +678 5315728 / 7104009

Personal information:

I am open minded, alert, dedicated, willing and able to learn and work with other people. I have good experience in managing and delivering people, based services especially in are working environment with good Customer care and administrative skills.

Education Background

2021	Bachelor of Commerce (Current/University of the South Pacific)
2011	Year 13 (Malapoa College)
2009-2010	Year 11-12 (Onesua Presbyterian College)
2005-2008	Year 7-10 (Malapoa College)

Achievement

- ❖ Emergency Response Team- ***Certified National ERT Personnel***
- ❖ ERT ToT- ***Certified ERT Trainer***
- ❖ PHAST ToT- ***Certified PHAST Trainer***
- ❖ Child Protection & Gender Inclusion ToT- ***Certified CP & Gender Trainer***
- ❖ Health, Sanitation and Hygiene Promotion ToT- ***Certified Health/Wash Trainer***
- ❖ Disaster Risk Reduction ToT- ***Certified DRR Trainer***
- ❖ Shelter (Build Back Better/Safer) ToT- ***Certified Shelter Trainer (Emergency Shelter)***
- ❖ First Aid ToT- ***Certified FA Trainer***
- ❖ Health in Emergency- ***Certificate of Completion (Fiji/Suva)***
- ❖ Project Management in Emergency – ***Certificate of completion (Fiji/Suva)***
- ❖ Project Proposal & Planning -***Certificate of completion (Australia/Brisbane)***
- ❖ Youth Climate Change and Resilience –***Certificate of Completion (Japan/Tokyo)***
- ❖ IPPF and ESEAOR Youth –***Certificate of Completion (Thailand)***
- ❖ Family Planning Australia, (Monitoring and Evaluation, Coaching) –***Certificate of Completion***
- ❖ Family Planning Australia, (Reproductive / Sexual Health, ToT) –***Certified SRH Trainer***
- ❖ Peer Education Level One –***Certificate of Completion***
- ❖ Peer Education Level Two- ***Certificate of Completion***
- ❖ Peer Educator –***Certified Peer Educator/Community Facilitator***
- ❖ MERC40117 Certificate IV in Mechanical Engineering (RAC) – ***Statement of Attainment (Pacific Vocational Training Centre)***
- ❖ Excel Basic/Intermedium/Advance – ***Statement of Attainment (Edwards institute of Technology)***

Work Experience

1. I have been with the **Vanuatu Family Health Association** in the capacity of youth helpline operator, and as a Peer Educator, under the Youth Friendly Service Project Supported by UNFPA.

Duties:

- ❖ *Planning and organizing of outreach medical services in other islands and communities.*
- ❖ *Statistic data collection and report writing presentation.*
- ❖ *Provide counseling and awareness to schools and communities in Efate and outer islands in relation to SRH and other health related issues.*
- ❖ *Community mobilization*
- ❖ *Volunteer trainings and briefings*
- ❖ *Poster and brochure designing*
- ❖ *Budgets and Acquittals*

2. I have also worked with **Save the Children Vanuatu** as a Community Mobilizer and also as a Shelter focal point.

Duties:

- ❖ *Community mobilization*
- ❖ *Planning and designing of community rehabilitation in terms of housing*
- ❖ *Community facilitation (Basic carpentry training)*
- ❖ *Budgeting*
- ❖ *Logistics*
- ❖ *Monitoring and Evaluation*

3. TC PAM Assistant Recovery Coordinator, Shelter Focal Point and Disaster Management Support Officer with **Vanuatu Red Cross Society**.

Duties:

- ❖ *Assist Senior Recovery Lead to design, Plan and Coordinate recovery work in all project sides.*
- ❖ *Liaise with internal and external partners to ensure sustainability of recovery project.*
- ❖ *Manage recovery project site supervisors, staffs and volunteers.*
- ❖ *Budgeting*
- ❖ *Banking and Finance*
- ❖ *Community Mobilization*
- ❖ *First Aid Trainer*
- ❖ *Child Protection Trainer*
- ❖ *Emergency Response Team Trainer*
- ❖ *PHAST Trainer*
- ❖ *Health/Wash Trainer*
- ❖ *Shelter Trainer*
- ❖ *CDCCC Trainer and formation*
- ❖ *Logistics and Driver*
- ❖ *Volunteer recruitment/Trainings & Briefings*
- ❖ *Poster and brochure designing*
- ❖ *Community Mapping/Profiling*
- ❖ *Community Awareness*
- ❖ *Monitoring and Evaluation*
- ❖ *Creating and updating volunteer database*
- ❖ *Designing Community Response Plans*
- ❖ *Building volunteer networking and strengthening branch disaster team.*
- ❖ *Assisting Health/Wash/Logistics/DM/FA coordinators in managing and coordinating recovery work across all localities.*
- ❖ *Building wired monitoring forms for evaluation purposes using Magpi, Bocca and other monitoring software's.*

4. Sales Executive Officer with Telecom Vanuatu Limited.

Duties:

- ❖ *Sells products by establishing contact and developing relationships with prospects.*
- ❖ *Recommending solutions for upselling.*
- ❖ *Maintains relationships with clients by providing support, information, and guidance.*
- ❖ *Researching and recommending new business opportunities.*
- ❖ *Recommending profit and service improvements.*

5. Currently with the Department of Environmental Protection and Conservation under the post of Assistant Ozone Officer.

Duties:

- ❖ *Developing annual work plan and budget for implementation.*
- ❖ *Organize the activities as specified in the work plan.*
- ❖ *Periodically monitor the implementation progress of work plan and identify areas of needed to facilitate implementation.*
- ❖ *Developing Country program reports.*
- ❖ *Reviewing of draft legal documents.*
- ❖ *Assist in the establishment and enforcement of the regulations.*
- ❖ *Conducting awareness and outreaching activities.*
- ❖ *RAC Technicians Training.*
- ❖ *Customs & Boarder Control Officers Training.*
- ❖ *Designing and developing IEC materials for awareness sessions in schools and communities.*
- ❖ *Compliance and workshop inspection.*
- ❖ *Setting up of RAC Associations in Vanuatu.*

Other Professional Skills

- Familiar with Microsoft Word, Excel(Advance), Office, Power Point and existing accounting soft wares
- Competent to work with Photoshop, Resolve 15, Adobe illustrator for adverts, marketing and designing purposes
- Decent communication and public speaking with strong presentation skills.
- Exceptional Customer care and administrative skills
- Able to work with Reasons, Fruity Loops and other sound and music software for communication (COMS TEAM) purposes.
- Dominant in Video shooting, Editing for communication Purposes.

References

Julius Ssensabulya

Program Manager
Vanuatu Family Health Association
Tel; +678 22140
Port Vila

Antia Arukole

Shefa Area Manager
Save the Children
Tel; +678 22794
Port Vila

Oscar Joseph

Program Manager
Vanuatu Red Cross Society
Tel; +678 7733093/ 5636318
Port Vila

Roselyn Bue

Senior Chemical-Ozone Officer
Department of Environmental Protection & Conservation
Tel; +678 7103285 / 33430
Port Vila