Curriculum Vitae

**Personnel Details**

Name : Louisa Chrissy MAEL

DOB : 4th May 1991

Sex : Female

Island : Efate

**Educational Background**

* Kindergarten

August 1994 to November 1996 at Peter Pan Grammar School

* Primary

1997 to 2002 attended Class 1 to 6 at Peter Pan Grammar School

* Secondary School

2003 to 2006 attended Year 7 to 10 at Central School. (Year 10 Laving Certificate)

2007 to 2009 Attended Year 11 to 13 at Malapoa College (PSSC Certificate in 2008 & SPFSC in 2009)

* Tertiary

2010 to 2013 Attended Emalus Campus studying in the 100 levels majoring on Bachelor of Arts

**Experiences**

**1]Work Experience**

* Mclarens Young (Port Vila)

October 2011. I did secretarial duties at McLaren’s office in Port Vila. Duties were to answer phone calls, helped kept the office clean,checked mails and emails and transcribed the boss’s findings on incidences that he investigated.

* Scripture Union Vanuatu. At Scripture Union I had two different type of work – Office Manager and Librarian (it was a book shop as well as a library).

As the Office Manager I had to make sure the both areas were clean, sold bibles and other items, collected cash for sales and camp fees, cash counts, and did banking and help recommend books for ordering. As the Librarian I did shelving, mended the books, issued books to members and kept a record of members and updated new members into the system. I worked under Elder Albea Nalisa.

* Onesua Presbyterian College. School secretary from 2014 to 2015.

The secretary’s duty was to answer phone calls, reply to emails, letters. Photocopied and printed teachers notes for lessons, IA’s, tests and exams. Do research and print for students. Types letters, references for student. Create records for new students and staffs or update for old students. Do filing for minutes for staff and school council meetings. I also make sure the office always have stationaries of all sorts and provide this to students and staff and made sure the office equipment – computer, photocopy machine and phone – is always safe to use and the make sure the Administration area clean at all times. Along with the Bursar we make sure all school assets purchased are recorded and are always accounted for.

* Onesua Presbyterian College Bursar from 2016 to December 2020.

The Bursars duty is to receive and receipt and update school fees and other incomes (farm, stationaries, etc). Orders from the kitchen, farm, maintenance, teachers (stationaries) and others (sports, social activities) were put through the Bursas office and approved by the Principal before purchasing using cheques. I did cash reconciliation, petty cash and banking weekly. Finance reports on fees were done monthly and presented to the Council. School fee records are still done manually and also computerized. When there is a workshop or meeting to be held in the school compound, I give the organizers an invoice on meeting venue, accommodation and food catering and fuel ( since the school is run by generator). Every end of the year I sit with the Principal and together we work the following year’s school annual budget. In 2017 our finance reporting has been upgraded onto a program designed by the Ministry of Education called the Open VEMIS. It is a program which holds all school information from students, staffs to finance as well. Every expenditure and income can be entered, downloaded for signature and uploaded for the Ministry to be aware of the financial status of the school. It is still used in all schools and is still upgrading yet.

Payroll Officer – the schools ancillary staff are all paid by the school on a 2 year contract thus apart from all other duties I collect information on staffs who are on medical leave, day leave or not in work without leave to calculate their pays for 15th and 30th every month. All records of payments are made electronically and on books and each staff is paid according to their positions and have to be approved on any commissions and deductions by the Principal. Over the years I have dealt with the complaints and questions and prepared and submitted the reports to the Principal.

Canteen – the school owns a canteen which works with the cooperative laws. Therefore my office works with the Canteen Secretary where we work on ordering goods from Vila, plus other local goods from locals, produce reports monthly , VAT and at the end of the year work on canteen shares, plus the maintenance of the canteen and pay the canteen secretary .

* Relieve Religious Education Teacher ( September to November 2020)

I relieved our Pastor who was on sick leave for 3 months to teach RE to Junior students (Years 9 & 10). This included lesson preparations, tests, exams and revisions.

My referee is Elder Graham Kalmar (School Principal).

**2] Workshops/Others**

* July 2011 I worked on a project at TRR now TRBR. This project was called the “One Laptop Per Child’. The project was to find out the use and benefits of the child laptop and was to provide children with a robust low , low cost earning, kid sized laptop. It is used in the Solomon Islands and was being used at the Wan Smol Bag kids’ classes during 2011. My research findings were then presented to the Principal Education Officers Conference at the Ministry of Education.
* December 12th to 16th 2011 I was a member of the survey team for PIPP. The survey was created to find out the people’s perception in Police work in Port Vila. The survey covered from various areas in Port Vila and several villages in North Efate.
* 2012 I became a volunteer at the Scripture Union Vanuatu. As volunteers the part to play was help out during camps held at the campsite, where we taught bible lesson, took devotions, supervised kids meals and other activities and made sure that all the kids/youths enjoyed themselves. Also helped out with the SU Children’s Ministry Coordinator in providing bible lesson and games in various communities. I also helped out in the office when needed.
* January 14th to 25th 2013 I attended a two weeks workshop on how to setup and manage a library. It covered everything from how to manage a book, shelving, and issuing books and member management. It was co-ordinated by the PCVEA Authority
* April 1st to 12th 2019. This was a two weeks workshop on Social Analysis for Social Justice. This workshop was conducted in Emua Village accommodating Presbyterian Youth Members and church leaders on Efate on how to spot social problems affecting the community and finding the root causes of this problems and finding solutions and justice for the victims concerned. It was an eye opener since it taught us that when a problem arises there is an underlying root cause and a solution. The workshop was co-ordinated by the PCVEA and the Pacific Theological College.
* Young Women’s Leadership Program 2020/2021: I am currently undertaking the Young Women’s Leadership Program run by Care International which aims to train young womens to become leaders in fighting about violence against women and girls but also violence and discrimination in other forms.My referee is Lekita Kalorib (Gemder Equality Program Manager, Care International)

**3] School**

* Prefect at Malapoa College from 2007 to 2009. The duties of being a prefect were to supervise work parties, house devotions and sports, kitchen duties and helping out the day teacher on duty.

**4] Church**

* A Sunday school Teacher. I taught at Paton Memorial Church from 2009 to 2012, Malasitapu Church from 2012 to 2013, Onesua Presbyterian College from 2015 to 2019.
* As a teacher I prepared lessons, took devotions and helped in organizing other activities. From time to time I was also part of the committee.
* Attended Sunday School Conventions. In the Conventions were it both catered for students and teachers to attend devotions, bible studies and other electives for kids to engage in. Teacher then took part in general meeting when students are in electives. I took part in my first Convention in December 2011 at Malasitapu Church, May 2013 at Lamen bay, Epi Island and in May 2016 in Tanna.
* In October 23rd to 30th 2011 I attended at training held in the Presbyterian Church in Noumea. The Vanuatu team was sent for teaching the Youths and Sunday school how to run meetings, activities and conduct Sunday school lesson.
* I am former Youth member for the Paton Memorial Church from 2009 to 2013. During the years, I became part of the committee, helped in organizing activities and attended meetings and conferences on behalf of the youths. I attended the Efate Youth Convention in May 2011, held at Ifira Island.
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Working in Scripture Union and in Onesua Presbyterian College has helped me work with a wide range of people from students from primary level all the way to elders in the community. It has taught me to be team players, being on time and respectful of others and leaning to work under pressure, delegating work and learning new things every time.

5] Skills

The skills that I have obtained while working all this years includes: active listening, communication skills, customer service, interpersonal skills, computer skills, leadership and management skills, flexible.