**Livancy Bue**

**Date of Birth: 16th November 1996**

**Contact Details**

Email: [livancybue@gmail.com](mailto:livancybue@gmail.com)

Mob: 7738694 / 5659893/ 5069780

**Education**

Currently in my final year of Bachelor of Commerce at the University of the South Pacific, Emalus Campus

(Majoring in Economics and Management and Public Administration)

2015: South Pacific Form Seven Certificate (SPFSC) at Saint Patrick’s College (SPC), Ambae, Vanuatu

**Employment History**

VANUATU NATIONAL STATISTICS OFFICE (VNSO)

Intern (June, 2019 – June, 2020)

* Participated on a survey of over 50 randomly selected shops within the municipal area to monitor and analyse the changes in inflation rate caused by the coronavirus pandemic in Vanuatu, as requested by the Price Control Unit through the NDMO-(April, 2020). It helped me developed good communication skills, and developed constructive and cooperative working relationships with team members.
* Assigned to carry out data entry for fortnightly market surveys and monthly tourism data for the monthly report release for tourism news, and Consumer Price Index quarterly report. From that, I have been able carry out tasks independently at times and committed to work extra hours in order to complete given tasks beforehand.
* Analysed a Domestic Tourism Survey Report and presented to the Economic Head section. Writing a report analysis from surveying 20 Tourism products in Torba and in Sanma province which have helped the Tourism sector to encourage Domestic tourism in Vanuatu. With that, I have developed good written and oral communication skills.
* Attentive to multi tasks prior to administrative matters such as receiving phone calls and communicating with clients. Apart from my assigned job, I have helped out with administrative duties and housework such as cleaning when the cleaner was absent from work. I have also helped out with scanning of Quarterly Consumer Price collection for filing purposes for the year 2015 to the first quarter of 2020.

SOUTH PACIFIC MINI-GAMES, PORT VILA, VANUATU

Volunteer, (December, 2017)

* Communicated with over 500 athletes from diverse cultures, collecting meal tickets from athletes for the different catering companies to document their total expenses for the Pacific Mini-Games Committee to cover. From this experience, I have developed good communication skills.

**Skills**

THOUGHT PROCESSES

* Analytical thinking
* Conceptual

ADMINISTRATIVE

* Multitasking
* Time management
* Confident user of Microsoft Office (Word, Excel, Outlook)

COMMUNICATION AND INTERPERSONAL

* Active listening
* Good communication skills
* Good Character

BEHAVIOURAL COMPETENCIES

* Courteous
* Diligent
* Responsible
* Punctual

LANGUAGE SKILLS

* Proficient user of written and oral English
* Beginner in French
* Native speaker of Bislama

**References**

1. Remah Arthur

Senior Statistician (Economics Section)

Vanuatu National Statistics Office (VNSO)

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1. Barry Ilaisa

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