

Personal Details:

Julie TABISESE-28 years old

Fresh water- Port Vila- Vanuatu

Island: Pentecost

+678 5210210/ 7352474

tabisesejulie585@gmail.com

Skills

- Ability to work under pressure
- Leadership and management
- Team work
- Critical Thinker and analytical
- Open-mind
- Interpersonal
- Good communication
- Creative and Design
- Fast learner

Education background

- 2018 – 2020: National University of Vanuatu (NUV)
- 2014: DAEU (year 14)
- 2013: Year 13 (Lycee de Montmartre)
- 2006-2012: College de Melsisi

Experiences: internship and others

Organization	Position	Period
Chantillys on the Bay	Marketing Officer	17 th August 2021- December 2021 (Contract)
Public Works Department (PWD)	Ambae, Maewo & Pentecost Traffic Data Collection (TDC)- Field coordinator (contract)	31 st of May to 4 th August 2021
Vanuatu Brewing Ltd	Assistant marketing intern	October 2020 – January2021
V-LAB & National University of Vanuatu	Participating in the support and awareness program for Innovation & Entrepreneurship	September 2020
Vanuatu Kaljarol Senta (VKS)	Receptionist Intern	December 2019 – January 2020

Warwick Le Lagoon	Housekeeping & Kitchen Intern	June – July 2019
On Wheels Ltd	Receptionist intern and parttime	November 2018- January 2019

31 May – August 4th: Field Coordinator Contract (Public Works Department)

The duties and responsibilities undertaken are:

- ✓ Managing and coordinating the team
- ✓ Making arrangement of logistics for transports, accommodations
- ✓ Supervising the surveyors and make sleeping arrangement near the counting locations
- ✓ Consulting with PWD provincial officers and Area Administrator
- ✓ Recording the way points for the counting locations by using GPS
- ✓ Making payment of all suppliers and surveyor's salaries at the end of exercise
- ✓ Uploading of Traffic data collection results into PWD system
- ✓ Writing report and filing.

October 2020 – January 2021: Assistant Marketing Intern (Vanuatu Brewing Ltd)

The duties and responsibilities undertaken are:

- ✓ Creating monthly promotion catalogue
- ✓ Analysing social media
- ✓ Setting up of social media strategy
- ✓ Writing a report about SEO (search engine optimization)
- ✓ Creating marketing Calendar
- ✓ Benchmarking
- ✓ Developing marketing tools for sales representatives

September 2020: Entrepreneurship training -> participating in the support and awareness program for innovation and entrepreneurship conducted by V-LAB and Vanuatu National University. I learned to write a good business plan.

December 2019- January 2020: Receptionist intern (Vanuatu Kaljarol Senta)

Tasks assigned:

- ✓ Attend the museum reception
- ✓ Tour guide
- ✓ Sad drawing demonstration
- ✓ Learn Vanuatu cultures

Certificate obtained:

2018- 2020: Degree in Tourism Hospitality and management

2014: Year 14 diploma

2014: Brevet Informatique et Internet B2I

Computer and Languages skills:

Proficient with Ms Office (word, Excel and PowerPoint) emails, Canvas and mail chimp

French, English and Bislama: **spoken, read** and **written**.

Basic Chinese languages (mandarin)

Hobbies

- Spending time with friends and Family
- Reading books

References

Ambatha PARALIU: Manager Operations of PWD | contact number: 22888/ 5033242 | email: aparaliu@vanuatu.gov.vu

Graham Sawoko WAKA: RIMS Officer of PWD | contact number: 7385535/ 7385316 | email: gswaka@vanuatu.gov.vu

Hervé Michel: General Manager of Vanuatu Brewing Ltd, contact number 7500057 | email: HMichel@tusker.vu