

Mirjana Sébastiana Virelala

CURRICULUM VITAE

CONTACT INFO

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**Email**

msvirelala@gmail.com

**Address**

Simbolo Area

MY EDUCATION

2022

Postgraduate Certificate in Human Resource Management
University of the South Pacific (USP)

2019 - 2021

Bachelor Degree in Tourism and Business Management
National University of Vanuatu (NUV)

2019

Diploma of Access to University Studies (DAEU)
University of New Caledonia (UNC)

MY REFERENCES

- **James Melteres**
VIPAM / Acting Secretary of Public Service Commission
email : jmelteres@vanuatu.gov.vu
- **Jerry Spooner**
DOT / Director General of DOT
email : jsponer@vanuatu.gov.vu

PROFILE INFO

I am a dynamic and bilingual young woman with lots of qualities, capacities and experiences to prove myself with hard work and enthusiasm. I am flexible with the working environment, ready to help and strive for the best.

English



French



Basic Mandarin



WORK EXPERIENCE

Vanuatu Institute of Public & Administration Management (VIPAM), Nov 2021 - Mar 2022, Internship

- Work with the Training team, Scholarship & Development team and the Administrative team

Department of Tourism (DOT), Nov - Dec 2020, Internship

- Work with the Administrative and Product development team

On Wheels Ltd, Nov - Dec 2019, Internship

- Work as a front desk officer & tour operator of Buggies

Vanuatu National Provident Fund (VNPF), Nov - Dec 2018

- Do fillings, printing & scanning and help loan officers

SKILLS & EXPERTISE

Microsoft office skills



Management skills



Administration skills



Marketing skills



Leadership skills



Communication skills

