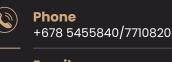


CONTACT INFO



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 : jspooner@vanuatu.gov.vu

Mirjana Sébastiana Virelala

CURRICULUM VITAE

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

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