

# Mirjana Sébastiana Virelala

## CURRICULUM VITAE

### CONTACT INFO

**Phone**

+678 5455840/7710820

**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 : jspooneer@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

