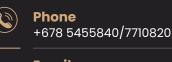


# **CONTACT INFO**



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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