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|  | | |  | VIVIANNE MOSELA MAITE |
| Experience April 2021– May 2021  data entry **•** Land Logic  Whenever the company has busy schedules, they call me in to do data entry for the company. I will enter the data from books into the excel sheet and onto their database.  June 2019 – May 2021  Polling Clerk - Shefa Provincial Headquarter  A polling clerk is someone who assist the Electrol office under the supervision of the Shefa Headquarter, in carrying out the election process during the days of election. I was a polling clerk during the Efate rural By-election on 2019, the 2020 general election and the Provincial election in May 2021. Education University of the South Pacific, Emalus Campus, Port Vila   * I just completed my bachelor degree in commerce, double majoring in tourism management and economics. I am currently waiting for my graduation on June 2022.   **Central Secondary School, Port Vila**   * I completed my year 13 in 2016. I studied economics, accounting, tourism, English and maths. I was then awarded the most outstanding student in accounting certificate.   **YEAR 12 AT MALAPOA COLLEGE**   * I completed my year 12 at Malapoa College in 2015. I studied, economics, accounting, Math, English and Food technology.  Skills  * Good interpersonal and communication skills * Customer service skills * Teamwork * Adaptability * Organizational skills  Language  * Fluent in written and spoken Bislama and English  References  * Jeremy Dick   Land logic  +678 5552222   * Janet Maselulu   Shefa Headquarters  +678 7712231 or +678 5657775  Email: [janet.orah@gmail.com](mailto:janet.orah@gmail.com) |
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