

Curriculum vitae

Personal information

Name: Beverly

Surname: Bongmeme

Address: Beverly Hills area

Mobile Number: 5118532

Email address:lonwujy@gmail.com

Educational Background

Primary Education

- Saint Therese school

Secondary Education

- Year 7-10 at college de saint Michel(year 2008-2011)
- Year 11-12 at college de Luganville(year 2012-2013)

Tertiary Education

- Cambridge International College(year 2021)
- Preliminary program at university of the south pacific(year 2014)
- Foundation program at university of the south pacific(year 2015)
- 100 level program at university of the south pacific(on going)

Qualifications

- Diploma in Business Management &Administration
- University of south pacific (USP Certificate in Foundation Studies)
- Year 10 Leaving Certificate
- Year 12 Leaving Certificate

Skills

- Good communication skills
- Good in English and French language
- Good in time management
- Self Motivation
- Good in Microsoft office application in word,Power Point and Excel
- Good skills inn usage of internet and email

Work Experiences

- Two Months re-leave secretary at Kawenu primary school(year 2021)
- Three Months re-leave secretary at Kawenu Primary School(year 2022)
- Pre school Educator at D Ocean Kindergarden (year 2017-2019)

References

- Mrs Judy Vire
Contact -5915190/7753318
Email:judywuan@gmail.com
Principal of Kawenu primary school
- Mrs Alice Esika
Contact-7345579/5437726
Principal of D Ocean Pre School