

CURRICULUM VITAE

Surname : Laau
Name : Gwendolyn
Gender : Female
Date Of Birth: 14th /04/1987
Island : Malekula
Nationalities : Ni Vanuatu

Address : C/- Jeffrey Kaitip, Department of Urban Affairs and Planning,
PMB 9106, PORT VILA.

Email Address: laauqwen@gmail.com

Mobile : 5122590, 7634989,7718526

EDUCATION:

2010 - 2011 : Year 11 & 12 Certificate in Business Information Technology [VIT]
2007- 2009 : Certificate in Tour Guide [VNTC]
2006 : Certificate in Vanuatu Youth People Project [VYPP]
2005 – 2006 : Awarded Scholarship Certificate in Higher Vocational Studies [RTC]
2001 – 2004 : Year 7 to 10 South West Bay Presbyterian Collage
2000 : Year 6 South West Bay Primary School

EMPLOYMENT/ WORK EXPERIENCE

2011 : Computer Placement – Ministry of Education IT section [6 Weeks]
2012 – 2018 : Employ at Warwick Le Lagoon – Vanuatu for 6 [six] years.

DUTY AND RESPONSIBILITIES

- Work as a Housekeeping Clerk
- Answering in coming phone calls and make appointments as delegate by my superiors/supervisors
- In charge of housekeeping stores and conducting monthly stock take (inventories)
- Preparing maids daily assignment
- Keep up to date with accounts department on each staff sick leave and Annual leave
- Take up responsibilities as a supervisor supervising staffs
- Work as a housemaid cleaning guest rooms, during low occupancy
- Conducting stock-take

KEY SKILLS AND ATTRIBUTES

- Good communication skills relate well to others
- Work well in a team, and take instruction readily
- Trustworthy, Honest and respect
- Confidentiality
- Good organization skills
- Healthy and strong
- Work ethic, love to be busy, and enjoy work.

INTERESTS:

Sport – Particularly football and volley ball, family, gardening, church activities