# CURRICULUM VITAE

**PERSONAL INFORMATION**

NAME: Cindia Malon-Saksak

RESIDENTIAL ADDRESS: Freshwota Area, Port Vila

TELEPHONE: 7763928/7103255

EMAIL: kopuicindia@gmail.com

DATE OF BIRTH: 19 September 1993

PLACE OF BIRTH: Northern District Hospital, Luganville, Espiritu Santo

NATIONALITY: Ni-Vanuatu

MARITAL STATUS: Married

**EDUCATIONAL HISTORY AND QUALIFICATIONS**

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| **Qualifications**  | **Institution** | **Year Completed** |
| Certificate of Attachment (Secretariat and Management) | NAT Secretariat School | March to April 2022 |
| Bachelor of Arts (Tourism & Management) | USP, Emalus Campus, Vanuatu |  since 2016 Ongoing |
| Certificate 4 in Community Services Youth Work | Australian Pacific Technical College (APTC), Port Vila, Vanuatu | 2014 (6 months)July-December |
| Year 11-12 (PSSC) | Matevulu College, Espiritu Santo | 2010-2011 |
| Year 9-10 | Matevulu College, Espiritu Santo | 2008-2009 |
| Year 7-8 | Hog Harbour Junior Secondary School, Espiritu Santo | 2006-2007 |
| Year 1-6 (Basic Education) | Pialulup Primary School, Big Bay, Espiritu Santo | 2000-2005 |

**COURSES/WORKSHOPS/SEMINARS ATTENDED**

|  |  |
| --- | --- |
| *Details of workshops/Seminars* | *Provided by Institutions & Facilitators* |
| Gender-balance | Care international |
| Micro-finance | Vanuatu Chamber of commerce |
| First Aid/Work-Place Health and Safety | Pro-Medical Vanuatu |
| Law and Policy of the Country | Vanuatu Police Force |
| Child Protection | Save the Children Vanuatu |
| Risk/hazards | Vanuatu Meteorological and Geo-hazards Department |

**WORK EXPERIENCES**

|  |  |  |
| --- | --- | --- |
| **Date** | **Position** | **Organization /Company** |
| 12 June 2012-December 2012 | Peer Educator | Northern Care Youth Clinic (NCYC) |
| 8 August 2014-13 February 2015 | Worked mainly with bio-diversity, health, sanitation & hygiene sections and administrative duties and undertaking research work | Live & Learn Vanuatu  |
| February 2015 to May 2018 | Sales Assistant/Cashier | Stret Price Vanuatu |
| July 2017-February 2018 | Port Vila Tourism Ambassador | Vanuatu Tourism Office |
| May 2018 to September 2019 | Payroll Officer | Au Bon Marche Management |

**OTHER ACHIEVEMENTS**

* Have excellent communication and negotiations skills;
* Excellent understanding of written and oral English and some basic knowledge of French;
* Good understanding of community development practices and settings;
* Good report writing skills;
* An excellent team player;
* Good mobilization and facilitation skills;
* Understanding mental health and its issue on young people;
* Creating project proposals;
* Administrative and financial transaction skills.
* Customer service and cashier skills

**HOBBIES**

* Love learning new things;
* Meeting people;
* Reading;
* Traveling to other places.

**REFEREES & WORK REFERENCES**

1) Mrs Marie Nickllum-Wama, Manager of Community Health, Peace Corps Vanuatu

PMB 9097, PORT VILA, Vanuatu, Tel: 26160; Cell: 5364432/7718341

 Email: mnickllum@peacecorps.org or mnickllum@yahoo.com

2) Dr Andrina KL Thomas, Consultant, ETM Consultancy Services, P O Box 6565, Port Vila

Cell: (678) 7751018/5989342/7749652/7777126; Email: andrina.unfccc@gmail.com

3) Mrs Lola Watson, Managing Director/Owner, Stret Price, PORT VILA

 Cell: 7730429.