

Naomi Mary Sisi

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CAREER OBJECTIVE

Final year Business student at Victoria University doing a major in International Trade. I am equipped with essential business skills such as report writing, communication skills, I work well in teams, and I am open to learning new ideas which were developed through part time work and studies. I aspire to become an international trade negotiator for my country Vanuatu, and I hope that the skills that I will gain from participating in this program will help equip me with the skills and knowledge that I will need to achieve my future career goal.

EDUCATION & TRAINING

Bachelor of Business (International Trade)	2020 -2021
Victoria University, Australia	
Diploma in Business Enterprises	2019
Victoria University, Australia	
Preliminary Business Course	2016-2017
Tebakor College, Vanuatu	
<ul style="list-style-type: none">Most Outstanding Preliminary Business graduate	2018
University of the South Pacific, Fiji	
Foundation of Business Course	2018
Tebakor College, Vanuatu	
<ul style="list-style-type: none">Port Vila Scholarship Scheme Award	2018
Tebakor College, Vanuatu	

EMPLOYMENT HISTORY

Sisi Customs Agents, Vanuatu	2018 – 2019
Position: Assistant	
Duties:	
<ul style="list-style-type: none">Filled out clearance formsFilled out air-way bills and bill of lading formsAdministrative tasks in general	
Tropic Thunder Jet, Vanuatu	2017
Position: Assistant	
Duties:	
<ul style="list-style-type: none">Provided customer service to customers by answering queries about costs of the jet boat tour and taking customer bookingsGave out safety briefing to customersAssisted customers to put on life jacketsMade sure we have the right schedule and the list of customer bookings we have for the daySet up the booth in the mornings	

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VOLUNTEERING/COMMUNITY INVOLVEMENT

V4U Day

2019

Volunteer

Duties: - help immigrants in a refugee centre by helping them develop their English reading and writing skills

EXTRA-CURRICULAR

- Participated in the Lead Program which is an extra-curricular development program provided by Victoria University. Acquired leaderships skills and how to be adaptable in different work environments.
- Participated in the Talent Mentoring Program at Victoria University. Developed presentation skills by delivering an elevator speech and networking skills by working with other participants.
- Participated in the Study Australia Industry Experience Project 2021 (SAIEP). Developed business research skills by working for a real Australian NGO, communication skills, teamwork and the ability to understand and deliver projects according to the organization's needs.

SKILLS SUMMARY

- Strong communication skills: demonstrated through my customer service work at Tropic Thunder Jet.
- Teamwork skills: are shown through my university studies and through the Study Australia Industry Experience Project (SAIEP) by being able to work well with students from diverse backgrounds and being able to find ways of doing things that are effective and efficient for the rest of the team.
- Leadership skills: leading group projects by assigning tasks and ensuring that the tasks were completed as required and being able to report back to the lecturer about the progress of the team.
- Problem solving skills: was able to re-organize the group when one of our team members left and was able to re-allocate unfinished tasks that needed to be done before submission date.

REFEREES

Andy Martin

Manager, Tropic Thunder Jet

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