**CONTACT DETAILS**

Victoria Aitsi

C/- Flexible Learning Centre- Divine Word University

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Madang,

Madang Province

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**CAREER OVERVIEW**

I have graduated with a Bachelor of Health Management. Qualified and equipped with management skills, I am currently the Administrative Assistant coordinating Health and Education Programs. I have managed these programs for nearly 3 years to date. I have developed skills of critical thinking, problem solving, managing students (human resources) when they come on residential study, timing (working in advance), making decisions, communication skills, adjusting to changes. I plan to grow in my career path and be more than just an admin assistant. I am equipped with skills that vary and I will utilize these skills where it is necessary.

**KEY STRENGTHS**

* Experience in facilitating programs of the faculty
* Experience in Administration and Logistics Responsibilities
* Very strong communication skills with internal and external clients
* Experience with all modes of communication from emails to phones
* Experience in Recording Data and managing data systematically
* Very Proactive

**QUALIFICATIONS/EDUCATION & ASSOCIATIONS**

2010-2015 Divine Word University

 Bachelor in Health Management

Member (ALUMNI), Divine Word University

2014 August Major Research based on the Implementation of the Provincial Health Authority

 Act 2007 (PHA Act 2007) in Milne Bay Province.

2012 Nov- Provincial Health Office Madang

2013 Jan (Student Intern- Admin Assitant, Work Placement)

2010 Oct- Conservation International, Alotau

2011 Jan (Student Intern- Project Officer, Work Experience)

2008-2009 Grade 11- 12

 Cameron Secondary School

 Grade 12- Certificate Attained

 (School Prefect)

2006- 2007 Grade 8- 10

 Lae Christian Academy

 Grade 10- Certificate Attained

**COMPUTER SKILLS**

* Microsoft Office
	+ MS Word
	+ Excel
	+ Access
	+ Publisher

**CAREER HISTORY**

30TH MARCH, 2016

ADMINISTRATIVE ASSISTANT

DIVINE WORD UNIVERSITY- FLEXIBLE LEARNING CENTRE

MADANG

ADMINISTRATION OFFICER

To provide quality Logistics and Administrative support services to faculties of Education and Health programs that are offered in Flexible Learning Mode. I work conversantly with the yearly calendar to meet expected targets when coordinating programs. I work closely with HODs in the confirmation of dates and programs that will run as per the annual calendar. Making sure facilities are well prepared for use and also Lecturers and students arrive on time to a well-resourced learning environment. Managing Programs with their Logistics and Administration Duties. I try as much as possible to contribute to the goals of the Institution, pursuing professional opportunities and develop professional relationship amongst colleagues. The FLC works closely with the faculties so that programs offered are run as scheduled resulting in on quality of offered programs, their implementation, responses from learners, gained knowledge and timely assessments to generate high completion rates and certified students on the graduation ceremony.

 **KEY RESPONSIBILITIES**

* Receive, register and compile folders for student’s applications in their respective programs.
* Prepare acceptance letters for successful applications, HOD to sign and dispatch to applicants.
* Be conversant with the teaching calendar that details what type of courses are being offered, when/ where they are offered, and who will deliver the program.
* Make sure that all lecturers and participants arrive on time to a prepared training facility with all of the training materials in place, air-conditioning and IT equipment working, and ready for use.
* Make arrangements for guest/ visiting lecturers, if any.
* Attend to all correspondence, including internal and external contacts in a timely manner.
* Establish a system to record and manage participants’ information including organizations, personal and professional backgrounds.
* Updating and maintaining filing records.
* Provide sound knowledge of students confirmed for their respective programs to the HODs
* Supervising Unit Evaluations
* Taking Meeting Minutes in various FLC Meetings

**KEY STRENGTHS**

* Experience in facilitating programs of the faculty
* Experience in Administration and Logistics Responsibilities
* Very strong communication skills with internal and external clients
* Experience with all modes of communication from emails to phones
* Experience in Recording Data and managing data systematically
* Experience in organizing events and invited guests
* Very Proactive

**KEY ACHIEVEMENTS**

* Yearly program run as schedule
* Graduates of the program every year
* Administrative Support Satisfaction from students in evaluations
* Student information disseminate months prior to commencement of program resulting in students feedback of attendance to the program

**PROGRAM:**

**Education**

Primary contact to student studying with FLC under the Education Department. Providing logistics and administration support where necessary.

* 2016- 2017: Graduated 231 students

**Health**

Primary contact to student studying with FLC under the Health Department. Providing logistics and administration support where necessary.

* 2016- 2017: Graduated 60 students

**CAREER HISTORY**

2012 November- 2013 January

Provincial Health Office, Madang

Student Intern

(Administration Officer)

Working under the Malaria Coordinator as student Intern, our role was to provide administrative support in the stocks of Malaria treatments that are in stock. Daily checks were done before malaria resources were then delivered to health facilities. Information and data were all recorded in excel and reported to our supervisor for information purposes. I also assisted the Health Service Improvement Program (HSIP) officer, to visit health facilities, along the North Coast Road in Madang, to fill claims and acquittal forms correctly.

**Key responsibilities**

* Malaria Inventory
* Report writing
* Meeting Minute (as per request from Director Health)
* Assist to fill Claims and acquittal forms

**Key achievements**

* Provided administrative support successfully to Malaria Coordinator and HSIP officer

**CAREER HISTORY**

22nd OCTOBER, 2010 - 21st JANUARY, 2011

CONSERVATION INTERNATIONAL

ALOTAU

Student Intern (Project Officer)

The aim of the organization is to preserve the natural environment as it is so that we are able to build that relationship with the environment when we conserve and look after it. It is more focused in the marine management. Marine management area science is a predictive discipline with the goal of determining the strategies and tactics, which maximize the beneficial impacts of management on marine ecosystems. This program is based on the overall hypothesis that marine managed areas are an effective conservation strategy. The objective of the Marine Management Area Science (MMAS) is to design and implement an ecological, economic and sociological study looking at the impacts of marine managed areas on local ecosystems.

**Key responsibilities**

* Collected data on coral reef health
* differentiating the corals from each marked area
* identifying what type of fishes reside in each marked area and how many are there
* Creating an information Brochure for 3 LLGs

**Key achievements**

* I was part of the 2010 CI Biological Monitoring Team that established long term monitoring stations for Nuakarta/ Iabam-Pahilele Community Managed Marine Area (NIPCMMA) in Milne Bay Province.
* Produced an awareness Brochure which was disseminated throughout 3 local level government wards, clarifying the basis of NIPCMMA.
* Trained on Community Biological Monitoring Protocols
* Trained on biological data collection techniques on coral reef health
* Determining percentages of live and dead coral cover on reefs
* Recording fish and other marine sedentary resources

**Nuakarta/ Iabam-Pahilele Community Managed Marine Area (NIPCMMA)**

The purpose of this project is for the communities to know how much fishes are in their water and what fishes existing. This will then give them an idea on the waters that they fish on. The project will help them to identify what fishing grounds are allowed for the fishers’ to fish and what areas are not allowed. As population of the area is increasing they will have to look after and conserve their marine environment in the event that fish will no longer reside in a particular area, they need to conserve for future consumption in line with population growth.

 **Awareness Brochure for Nuakarta/ Iabam-Pahilele community**

The purpose of this brochure was to give an update or a summary to the community of the project and its findings. It was also to educate the fishers of the area of what kind of fish they should be fishing and which ones they should let go instead. The brochure had been completed and forwarded to my immediate supervisor before it was disseminated to the targeted community.

* Being part of the 2010 CI Biological Monitoring Team
* Completion of the Awareness Brochure for NIPCMMA

**INTERESTS**

Travelling, Reading, Teaching and Learning new things, Researching, Soccer, Spending time with my kids, cooking, decorating.

**REFEREES**

1. Linda Limi Flexible Learning Centre (DWU) FLC Coordinator (Acting) 4241875
2. Gigil Marme HOD- PHLT (DWU) Head of Department 71542093
3. Samoa Mariko HOD- Education Head of Department 4241720
4. Noel Wangun Conservation International, MBP CI- Marine Biologist 6410349
5. Paul Mabog Provincial Health Office, Mdng Deputy Director Policy 4222022

 & Planning