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| **Gabriel** WAKE**C/-GABRIEL TOMTAI P.O.BOX 1937 VISION CITY, NCD** · **71484101/78309517**gabrielwake30@gmail.com · <http://www.linkedin.com/in/gabriel-wake-9b>6673148/ ·  |
| An Administration and Information Management professional who has worked with different groups of personalities from various culture and backgrounds in the private sector and in project environment. I am a self-starter, team player and a result driven individually who can work under pressure with minimum supervision. I am able to multi-task, learn new skills, adapt to changes and enjoy working in a fast-paced working environment. |

# Experience

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| October 23, 2020 – cURRENTINFORMATION MANAGEMENT ADMINISTRATOR, aPPLUS+ png ltdResponsible for the Refugee Resettlement Project Information Management (as a part of team). Specific tasks include;- Archiving & Digitization of Refugee Files- Researching, creating project reports and registers.- Reception Duties at Information Center – meet, great and welcome refugees- Assist in processing refugees’ allowances- Assist in organizing Refugee RSC Cultural Orientations- Assist in doing daily checks on internal office supplies- Data entry |
| February 2019 – October 2020ADMINISTRATION OFFICER, MOTT CONSULTANCY SERVICESSpecific Responsibilities includes;- Attending to daily queries of customers- Raising quotations and invoices- Petty cashing GST expenses- Filing and record keeping- Processing GST returns, SWT forms and supplier listings for the company- Purchasing of office supplies and postal runs- Other adhoc tasks as directed by the director.JUNE, 2018 – September, 2018Trainee library & information officer, michael somarz library, university of papua new guinea.Specific Responsibilities includes;- Acquisitioning new books and donated books- Cataloguing library books and adding them into the system- Shelving Books- Creating bibliographic references of manuscripts in the library- Binding books and other information materials in the library- Attending to student queries at the front desk as point of contact person. |

# Education

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| 2015 - 2018Bachelor of arts – information & communication science, university of papua new guinea, port moresby, png.Studied major concepts on how to accurately and efficiently manage information. Major courses studied includes; information literacy, organization of information, records management, archives management, identifying communication issues, strategies on effective information management. Graduated with a GPA of 3.18 in April 26th 2019.**Achievements:** Successful completed my studies and attained my Degree maintaining my scholarship under Government TESAS sponsorship scheme.  |
|  2013 - 2014grade 12 higher school certificate, malala catholic secondary, madang, png.Subjects taken; Chemistry, Biology, Physics, Advance Mathematics, Language & Literature and Computer Studies.**Achievements:** Appointed Class Captain in my class in 2013 & 2014 in which under my leadership no student in my class were expelled from school. Awarded class of the year in 2014.2011 - 2012 grade 10 high school certificate, bogia holy spirit high school, madang, png.Subjects taken; English, Mathematics, Personal Development, Science, Business Studies and Agriculture.**Achievements:** Awarded 2nd price in Science, 3rd price in Agriculture and 2nd price in Business Studies.2002 - 2010 grade 8 primary school certificate, bosmun primary school, madang, png.Completed Basic Primary Education and attained Certificate. |

# Skills

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| * Customer Service & Client Relations
* Data Entry & Information Management
* Computer literate with Microsoft Applications
* Good interpersonal skills
 | * Effective time management skills
* Self-Starter and Team Player
* Honest and trustworthy
* Analytical skills - SWOT
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# Leadership roles

* Chairman – UPNG Madang Students Association, 2018
* Vice President – Information & Communication Students Society, 2017-2018
* Treasurer – UPNG Bogia Students Association, 2017
* MOMASE Representative – UPNG Catholic Students Association. 2016-2017
* Team Captain – MABOROSA FC soccer team, UPNG, 2018.

# Hobbies

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| * Traveling
* Playing Sports
 | * Reading
* Gardening
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# Professional referees

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| MR. YANA ELIUSStrand LeaderInformation & Communication ScienceUniversity of Papua New GuineaPhone: 3267 434Mobile: 73175836Email: yaelius@upng.ac.pg |  |

SERE MAIRI

Information Management Coordinator – Refugee Project
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FR. JOSEPH WOJEM

Catholic Chaplain/Priest

University of Papua New Guinea

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I GABRIEL WAKE, hereby certify to the best of my knowledge and belief that this information provided correctly describes my qualifications and experiences. I understand that any willful misstatement provided herein may lead to my disqualification or dismissal if engaged.