Naomi Takoma

C/- The University of Papua New Guinea

P. O. BOX 320

National Capital District,

Port Moresby.

**30th April, 2021.**

PNG Power Ltd,

P.O. Box 1105,

Boroko, NCD,

Corner Wards Road\Gordia Street,

NCD, Port Moresby

Dear Sir/Madam,

**APPLYING FOR CORPORATE RELATIONS OFFICER- NATIONAL OFFICE**

My name is Naomi Takoma and with due respect I wish to express my utmost interest in applying for the above position which was advertised on Facebook. I completed my studies at the University of Papua New Guinea in 2020 as a double major student in Journalism and Public Relation/ Population Studies. I will be graduating on the 27th of April, 2020, however, due to Covid-19 the date is uncertain.

With my experiance as a news reporter and PR officer as a trainee, I have acquired skills and knowledge on how to create newsletters, press releases, communicate with different people and business houses. I am also well versed in the use of Microsoft Office and the management of social media.

As part of my practical I did radio segment and televison news using Adobe Audition and Adobe CC. I also have extensive knowledge in taking photographs and videos and editing using Adobe CC and Adobe Audition. I am self-taught and a very fast learner.

I am flexible, keen to learn and an open minded person, very committed to my studies and any work. I’m very well vast with the media policies and procedures, and therefore, have a keen interest in joining your organisation and deserve to echo your activities on timely bases with great responsibilities.

Find attached is my curriculum vitae. If you have any doubts about my credentials, please do not hesitate to contact my referees who I provided in my CV or contact me using my phone number **+675 71535854/ 74273379**, or email me at **ntakoma2@gmail.com.**

Thank you for your time and consideration, and I am looking forward in meeting you.

Yours Faithfully,

Naomi Takoma

**(Interested Applicant).**

Curriculum Vitae

**Ms.NaomiTakoma **

**Korobosea, National Capital District, Mobile Phone Number: 71535854/78314925 Email Address:ntakoma2@gmail.com**

# EDUCATION

## The University of Papua New Guinea, Port Moresby, 2016-2020

Bachelor of Arts-Major in both Journalism and Public Relations & Population Studies

## Secondary Education, Lae,2012-2015

Bugandi Secondary

## Primary Education, Lae,2006-2011

Markham RoadPrimary

# EMPLOYMENTHISTORY

## Welfare Security Consultants Services,2019-2020

### *Part Time Assistant Media Personnel*

* + Wrote company profile that resulted in first contract being awarded by Papua New Guinea Legal Training Institute in PortMoresby
	+ Assisted Admin Officers in dealing with clients through phones, written andverbal conversation regarding the services provided by thefirm.
	+ Designed and created the firm’s logo that applauded and accepted by the Managementand staffs which is in current use.

## Bank of Papua New Guinea,2019

### *Public Relations Trainee Officer*

* + Wrote and published stories of events/programs within the organization that kept the employeesupdated
	+ Creating brochure for the public awareness about thebank.

## The Pacific Post Courier2018

### *Trainee Reporter*

* + Written more than 50stories.

## Papua New Guinea Football Association,2016.

### *Under 20 Women’s World Cup - MediaRunner*

* + Providing up-to-date information for each match everyminute.

**LEADERSHIP ROLE**

* Vice-Captain- 10.6- Bugandi Secondary School(2013)
* Vice-Captain- 11.7- Bugandi Secondary School(2014)
* Vice-Captain- 12.7- Bugandi Secondary School(2015)
* Girls Prefect- Bugandi Secondary School (2014 and2015)
* Media Personnel- Student Life Ministry- University of Papua New Guinea(2019)
* Media Personnel- Ex BSB- University of Papua New Guinea(2019)

**PROFESSIONAL SKILLS**

* + Microsoft Office, Video and picture editing, Social media, Power Point Presentation,Writing

# INTEREST

* + LoveTravelling
	+ Baking
	+ Enjoy Reading–MostlyFiction
	+ Photography

# REFEREES

## Mr. DavidSause

English Teacher- 11.7- 12.7 Bugandi Secondary School Phone: (675)4724553

Fax: (675) 472 1027

## Ms. EmilyMatasororo

Strand Leader Journalism and PublicRelations University of Papua NewGuinea

Phone: 7178 4994

Email:ematasororo@upng.ac.pg

## Ms. MarieKauna

Media & E-Communication Manager Bank of Papua New Guinea Phone:3227621 Email:mkauna@bankpng.com.pg

1. **Mr. Franco Nebo’s** Lae Bureau Manager South Pacific Post Phone: 472 4166 Fax:4724683

Email:postcourier@spp.com.pg