# PERSONAL DETAILS

|  |  |
| --- | --- |
| Give Names: | Jacqueline Bertha |
| Surname: | Nakamura |
| Date of Birth: | 2 September 1975 |
| Marital Status: | Single |
| Nationality: | Papua New Guinean |
| Languages: | English, Pidgin & Cantonese (Chinese) |
| Postal Address: | C/- Mrs. Geraldine Salhuteru  Pacific Industries Limited, Kokopo  East New Britain Province |
| Residential Address: | Palnakaur Village, Kokopo; East New Britain Province. |
| Contact Numbers: | Mobile numbers: (675) 73491110 or 75804930 |
| Email address: | jacqnakamura@gmail.com |
| Hobbies: | Playing rugby union; travelling domestically and internationally; meeting |
|  | people and cooking; |
| Computer Skills: | Microsoft Word, Microsoft Excel, Microsoft Power Point, Lotus Notes, |
|  | Microsoft Outlook |

# EDUCATION HISTORY

1981 – 1987: Preparatory to Grade Six

School: Sacred Heart International Primary School – Rabaul

1988 – 1989: Grade Seven

School: Dubbo Distance Education *(via correspondence)- Rabaul*

1989- 1991: Grade Seven to Grade Ten

School: Rabaul International School – Rabaul

PAST, CURRENT ACTIVITIES & ACHIEVEMENTS

|  |  |
| --- | --- |
| 1992: | Miss Frangipani Queen title. The Quest was her in Rabaul, East New Britain Province, |
|  | sponsored by Rabaul Rotary Club. Later on that year I qualified to enter the Miss Frangipani/ |
|  | Australia Frangipani Quest to be held in Brisbane, Australia. I also won that title and also |
|  | qualified to enter the Miss All Nations Pageant to represent Papua New Guinea in Singapore |
|  | but due to work commitments I did not participate. |
| 1993: | Miss Bill Fish Contest – I was awarded the title of First Runner up. Contest was held in |
|  | Rabaul, East New Britain Province and sponsored by Islands Nationair. |
| 1994: | Miss Papua New Guinea Quest - I was awarded the Patron’s Award, this Quest was held in |
|  | Port Moresby, National Capital District and I was sponsored by Islands Nationair. |
| 2006: | Inaugural Women’s Rookie 7’s – Staged in Port Moresby and was awarded the “Best |
|  | Defender” in the competition for Women’s Rugby Union. |
| 2007: | Darwin 7’s Tournament – Staged in Darwin, Australia; Chef de Mission to the 1st PNG |
|  | Women’s Rugby Union Representative side; |
| 2007: | First Women’s 10s player for the PRK Southern Chiefs Rugby Union Team and Vice Captain |
| 2008: | First 15s in the Port Moresby Southern Chiefs Women’s rugby team, finished in 2nd place in |
|  | the 2008 Women’s Grand Final. |
| 2010: | Ergonomics Training, Melbourne, Australia (one week) |

# EMPLOYMENT HISTORY

|  |  |
| --- | --- |
|  |  |
| 1991: | **PNG Tyre Centre P/L** |
| Position: | Sales Representative |
| Duties: | Duties of a Sales Representative, writing and issuing quotations and invoices, |
|  | customer service, stock take, balancing and calculations of daily takings for the day. |
| 1991 – 1992: | **Rabaul Hair Studio** |
| Position: | Trainee Hair dresser |
| Duties: | Observation and duties of an apprentice, receptionist duties with basic book |
|  | keeping. |
| 1992 – 1994: | **Islands Aviation/ Islands Nationair** |
| Position: | Senior Flight Attendant |
| Duties: | Ensure the safety and comfort of all passengers on the day on daily twin otter flights |
|  | servicing the New Guinea Islands, traffic duties of a load master and basic secretarial |
|  | duties. |
| 1995 – 1996: | **Port Moresby Stationery & Business Systems P/L** |
| Position: | Sales Representative |
| Duties: | Duties of a Sales Representative, basic secretarial duties, customer service, issuing |
|  | quotations and invoices and general ledger. |
| 1996: | **Budget Rent A Car – Port Moresby based** |
| Position: | Sales Executive |
| Duties: | Sales and marketing, general secretarial duties, issuing quotations and contracts, |
|  | customer service and general public relations. |
| 1996 – 1997: | **Milne Bay Air Services (Known as PNG Air now)** |
| Position: | Traffic Officer – Corporate Charters |
| Duties: | Passenger check in and manifest preparation, obtain Customs Clearances for all |
|  | Chartered flights, general enquiries on flight information, reservations for chartered |
|  | Flights’ and general secretarial duties. |
| 1997: | **Rabaul Kaivuna Hotel – Tokua airport** |
| Position: | Airport Lounge Manager |
| Duties: | Greeting and farewell of hotel guests arriving and departing Rabaul, customer |
|  | service, managing daily hotel bus shuttles to and from airport and hotel, hotel |
|  | reservations, general secretarial duties and public relations. |
| 1997- 1998: | **Asia Pacific Airlines – Tabubil (OK Tedi Mine Charter flights** |
| Position: | Flight Attendant |

|  |  |
| --- | --- |
| Duties: | Safety and comfort of all travelling passengers to and from mining site on the Dash 8 |
| ***(continued)*** | flights to and from Port Moresby and Tabubil (OK Tedi Mine). |
| 1998: | **Coral Sea Hotels** |
| Position: | Group Sales Executive |
| Duties: | Duties of a Sales Executive, marketing of all Coral Sea hotels within PNG including |
|  | Budget Rent a car. General Reservations for hire car and accommodation, general |
|  | secretarial duties, and public relations. |
| 1998 – 2003: | **MRDC Limited (Mineral Resources Development Company)** |
| Positions: | Receptionist/ Secretary/ Executive Assistant to the Managing Director |
| Duties: | General secretarial duties, securing appointments, liaising with project site |
|  | landowners, airline and accommodation reservations locally and internationally for |
|  | senior Management, preparation of Board papers and assisting other secretaries |
|  | within the company with general secretarial duties. |
| 2003: | **PNG Harbours Limited (Known as PNG Ports now)** |
| Position: | Executive Assistant to the Board of Directors and the Chairman |
| Duties: | General and extensive Secretarial duties, maintain a fully functional office, |
|  | Preparation and distribution of Board papers, taking minutes at various meetings |
|  | between Board of Directors and respective clients. |
| 2003 – 2007: | **Ministry for Petroleum & Energy/ Ministry for National Planning & Monitoring/** |
|  | **Deputy Prime Minister’s office/ PNG Gas Project Office/ Member for Kairuku-Hiri** |
|  | **Electorate** |
| Position: | Secretary/ Personal Assistant to the Minister/Chairman for PNG Gas Office |
| Duties: | Priority responsibilities include managing the Minister’s daily appointments, |
|  | constant liaising with relevant PNG Government officials and departmental heads, |
|  | travel arrangements for the Minister and Ministry staff, manage the Minister’s travel |
|  | acquittals, ensure office is fully functional at all times, provide administrative |
|  | support to the Minister, Ministerial staff and Electorate staff and maintaining |
|  | satisfactory filing system. |
| 2007 – 2010: | **Esso Highlands Limited (Subsidiary of ExxonMobil)** |
| Position: | Administrative Assistant |
| Duties: | Administrative duties, secretarial duties, manage travel for rotational staff on-site, |
|  | secure charter flights with local airlines, manage airport transfers for all rotational |
|  | staff, basic accounting and reception duties. |
| Position: | Senior Administrative Assistant to the Managing Director |
| Duties: | Manage appointments, secure travel and accommodation, secretarial duties, assist |
|  | and provide administrative support to the Public Affairs Manager, general filing and |
|  | other clerical duties. |

2010 to 2019: **Horizon Oil (Papua) Limited (Subsidiary of Horizon Oil Limited)**

Position: Manager – Corporate Administration

Duties: Primary responsibilities include liaising with officials of relevant PNG Government departments, pursue Horizon Oil’s interest with the Department of Petroleum and Energy, Department of Environment and Conservation, Department of Lands and

Physical Planning, Western Provincial Government, Petromin PNG Holdings Limited, MRDC Limited and other Stake holders appropriate. Initiate and manage PNG Office covering administration and transport for the PNG activities of the Horizon Oil Group. Prepare and/ or monitor budgets covering all activities for which incumbent is responsible. Provide input to the Execution of all field activities from a Community Affairs and Government liaison perspective. General responsibility for managing and running of Horizon Oil’s PNG office and administrative operations.

Assistance to Horizon Oil Sydney and PNG based personnel in the conduct of the Company’s business. Provide necessary support to Horizon Oil’s finance function in managing local accounts for all PNG cost centres. Responsibility for establishing and maintaining satisfactory filing systems and other business systems as necessary; Responsible for making travel arrangements for staff; performance of secretarial and clerical duties;

2020 (October – December): Tufi Dive Resort:

Position: Front Office Manager

Duties: Managing daily incoming and outgoing of guests, meet and greeting of Resort guests, arranging Tours for Guests, daily management of incoming Petty cash flow, purchasing of daily kitchen supplies and stock, managing supplies for Gift shop, monthly stock take of Gift Shop, Kitchen supplies with Bar. Input with menu for Resort, manage time sheets and salary for all staff on Resort except Managers. Managing all rosters for Bar, Kitchen, Security Guards and Housekeeping staff at Resort.

Sales and Marketing for Resort and most importantly liaison with local landowners to visit scenic tours for Resort guests.

# REFEREES

1. **Mr. Imbi Tagune – Manager – Landowner & Government Affairs**

MRDC Limited (Mineral Resources Development Company Ltd)

Email: itagune@mrdc.com.pg

1. **Sir Moi Avei, KBE – Chairman**

OK Tedi Mining Limited

Email: hiriconsultancy@daltron.com.pg

1. **Mr. Graham Madsen – Director**

Kelly Down Consultants

Email: graham.madsen@kdc.net.au

1. **Mr.Kelvin Bramley – General Manager – PNG Projects**

Horizon Oil (Papua) Limited

Email: kbramley@horizonoil.com.au