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**Curriculum Vitae**

Albert Wera

Licensed Electrician/Certified Trainer/Teacher

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**Summary of personal profile**

A fresh license electrician, knowledgeable on electrical legislation, codes, standards of practice, and information delivery (teaching/training) techniques to required specifications, focusing on safety, economy, reliability, quality and sustainability. Physically fit for demanding work and willing to travel, work overtime, and learn.

I am looking forward to further a successful career by working for an organization that will provide a platform to utilize my skills and knowledge, and to help in the process of organizational and self-growth.

**Educational qualifications**

* **Ba. Degree in Education Technology** (Electrical & Mathematics), Don Bosco Technological Institute (DBTI), an affiliate of Divine Word University with high marks, (GPA above 3); 2009 to 2012.
* **Dip. Electrical Technology** with high marks (GPA above 3); 2010.
* **Training of Trainers** (TOT) Certificate, **NTC Reg. no: 038**. (Master Trainer); 2012.
* **PNG Power Electrician’s License** with very good results.(Lic.No. 3190, Type: General)
* **Tradesman certificate**
* First Aid and CPR certificate
* Certificate in hazardous Area Awareness & Compliance certificate of Electrical Equipment for Hazardous Areas
* Secondary School Certificate from Rosary Secondary School-Kondiu; 2005 to 2008.

**Major projects/Publications**

* Final year thesis: a major project where I did an intense research on education and wrote a research paper of 42 pages (13 842 words) during final year college study.
* Developing training programs and curriculum for mathematics department-Hagen Park Secondary School.
* Developing training modules and curriculum as part of requirement for educational program in college.
* Designing a model for power distribution system: the concepts are applicable in power lines, power transformation/distribution, various power sources, sub power stations and different voltages during final year college study.

# Areas of Expertise

*(Teaching/Training)*

***Classroom management***

***Learners’ motivation***

***Learner’s discipline***

***Curriculum development***

***Policy implementation***

***Planning activities***

***Workshop management***

***Office administration***

***Attendance monitoring***

*(Technical)*

***Safety protocols***

***Health & safety legislations***

***Electrical maintenance***

***Electrical mandatory tests***

***Motor controls & trouble shoot***

***Domestic & industrial wirings***

***Electrical equipment for hazardous areas***

# Personal skills

*Ability to learn fast.*

*Strong reasoning, analytical and problem-solving skills.*

*Ability to take up leadership roles.*

*Excellent communication and interpersonal skills.*

*Computer literacy (Office Package & others)*

# Work experiences

**Oil Search PNG-**Oil and Gas industry

Electrician: 2014 - Present

Responsible for installing, maintaining, and repairing electrical wiring, equipment and fixtures. Making sure that every work done is in accordance with health and safety standards and company’s procedures. Involved in informing clients and management team verbally or in writing on hazardous equipment and essential work that requires attention. Also attending Electrical training and other mandatory trainings required by company.

**Core responsibilities**

* Interpreting work instructions, drawings, schematic diagrams and wiring diagrams.
* Carrying out preventative maintenance on Power stations at Communication towers and valve stations along oil pipeline, and generator services.
* Using variety of testing tools and equipment to diagnose and locate electrical problems.
* Carrying out electrical installation and maintenance work in processing plants and workshops.
* Maintaining and repairing all electrical equipment.
* Travelling to remote sites to attend break-downs or execute scheduled tasks.
* Preparing and processing of mandatory documentations for work (e.g. Permit to Work, Lockout & Tag Out, Job Hazard Analysis, etc...) ahead of time.
* Execution of projects as per requirement of training department and NATTB (National Apprentice and Trade Testing Board) like designing and installing various lighting control systems, power circuits, and motor controls.
* Administrative work like maintaining records and files and preparing work packs and completion reports.

**Don Bosco technical Secondary School, Port Moresby**

**Electrical Trainer and Mathematics teacher: Jan 2014 to Feb. 2014.**

Responsible for course development and delivery, and assessment. Also, not limited to matters regarding students’ affairs. Complying with institutional regulations and participating in all school organized activities. Class patron of first year electrical students.

**Hagen Park Day Secondary school, Mt. Hagen.**

**Mathematics Teacher: Jan 2013 to Dec. 2013**

Teaching multiple classes in lower secondary. Taking lead in developing yearly teaching and assessment programs for grade 9 and grade 10. Responsible for assisting in the educational and social development of pupils under the direction and guidance of school administration.

# Extra curricula activities/voluntary service

*Participating in safety tours to check and ensure safety compliances.*

*Member of School Representative Council (SRC) in 2008.*

*Taking part in Australian mathematics competition organized by Westpac; 2005.*

*Developing proposals and receiving funds from governments to support women's association*

**Port Moresby Technical College; Port Moresby**

**Electrical trainer (Practice teaching for 6 weeks): 2012**

Teaching national certificate in electro-technology, where I developed a supplementary module on course "parts and components selection” for students. Entertaining students by relating most lessons with real practice. Responsible for all assessments tasks and reports and finalizing before submitting to head of department for approval. Always available to assist other teachers in academic lessons, practical lessons or set up, and other school organized activities.

**Gerehu Secondary School, Port Moresby**

**Mathematics Teacher (Practice teaching for 6 weeks): 2011**

Teaching mathematics for lower secondary; working in collaboration with other math teachers in preparing assessments, preparing personal teaching notes and lessons for students, and compiling academic reports for hand over when completing practice teaching.

**Summary of teaching responsibilities**

* Doing Training Need Analysis and suggest training needs to training department.
* Planning and developing quarterly teaching programs, assessment plans, teaching plans and strategies, worksheets and daily lessons ahead of time.
* Constantly monitoring and evaluating students’ progression, providing guidelines to every individual for his/her development.
* Immediately attempting students’ needs and problems.
* Providing supervisions in exams, practical tasks and other school organized activities.
* Inspiring students to like their course more by appealing speakers to whole class who spoke about significance of the course to their professions.
* Providing them the best practice lessons to be efficient in their subjects.
* Conducting group discussions for students so they can solve the problems amongst themselves (interactive learning).
* Assigning projects to the students as well as helping them to solve problems which they face in the project (discovery learning).

# Interest/hobbies

*Teaching & Training*

*Doing practical tasks*

*Research*

*Reading*

*Watching television*

(Other on-job trainings)

**MJ Electrical Contractor: Port Moresby**

**Trainee Electrician (2010)**

Assisting experienced people to do electrical work in construction and major projects. Doing new installation, wiring and commissioning, and also maintaining electrical equipment for clients.

**Monier Limited, Port Moresby**

**Trainee Electrician (2009)**

Also assisting tradespeople to do electrical work mainly in quarry plant and workshops. Responsible for assisting tradespeople in electrical installation, maintenance, and repairing of wiring and equipment.

# Key skills and competencies

**Teaching attributes**

* Facilitating Training of trainers (Master trainer)
* Classroom management; including the management of students’ academy, disciplinary affairs, and other extra curricula activities.
* Highly skilled in planning strategies and applying them for development of students from different educational and socio-economic backgrounds.
* Developing training strategies & learning materials (curriculum, syllabus, course programs, students’ daily hand books, etc...).
* Deep knowledge of Math subject and ability to utilize different math teaching methods i.e. integration of technology into math lesson & Math games and applications.
* Ability to interact and form relationship with other professionals and agencies associated with the learning institution.
* Providing regular feedback regarding student's progress to line managers and teaching staff.

**Technical attributes**

* Able to communicate effectively at all levels and willing to learn new skills.
* Good workshop management skills.
* Ability to read and interpret wiring diagrams, schematic, blue prints and floor plan.
* New electrical wirings and connections.
* Good problem-solving skills for diagnosing electrical faults
* Knowledgeable on motor controls, generators, and transformer operation.
* Able to practice Electrical Code & Safety Principles
* Sound understanding of Wiring Rules AS/NZS 3000:2007 and cable selection (ASNZS 3008.1.1-2009)
* Flexible in the use of testing instrument and equipment
* Knowledgeable on PNG Electrical Trade Circulars, Power Production & Distribution system
* Undertaking basic courses on Pneumatics &Programmable Logic Control System (PLC).
* Flexible approach to work and willing to work overtime and in remote locations.

# Referees

**(Available on request)**

**i.e.: Reliable Referees with updated contacts will be provided when required.**

# Personal details

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*DOB: 05/11/1990*

*Languages Known: English & Pidgin, Kuman & Golin*

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