

# **CURRICULUM VITAE**

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## **PERSONAL DETAILS**

**Name:** Shivyashni Prasad

**Date of Birth:** 17<sup>th</sup> December 1998

**Marital Status:** Single

**Residential Address:** Rovandrau, Navua.

**Mobile:** 9077058/7166645

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## **OBJECTIVE**

To work in a position where I can develop, understand and at the same time utilize my skills to prove my worth in the organization I am in.

## **ACADEMIC QUALIFICATIONS**

### *Tertiary*

Graduated from Bachelor of Graduate Certificate in Education majoring in Literature and Language & Hindi studies.

*September 27<sup>th</sup>, 2021*

Currently doing Postgraduate in Applied Linguistics and English Language Teaching (ELT)

### *Primary and Secondary*

Fiji Intermediate Examination 2010

Fiji School Leaving Certificate Examination 2016

Fiji Seventh Form Examination 2017

## **ACADEMIC INSTITUTIONS**

### **Tertiary Education**

#### *University of the South Pacific*

- Bachelor of Graduate certificate in Education majoring Language and Literature & Hindi studies.
- Postgraduate Diploma in Applied Linguistics and ELT

### **Secondary Education**

[Rampur College.](#) (Form 1 to Form 7)

### **Primary Education**

[Rampur Primary School](#) (Classes 1-8)

## **Kingergarden Education**

Rampur Kindergarden school.

### **ACADEMIC ACHIEVEMENTS**

- Fiji Islands Literacy and Numeracy Assessment – 2007
- Australian Mathematics Competition 2009
- Fiji Intermediate Examination 2009
- Australian Mathematics Competition 2010
- Certificate of Merit- Year 12A achieving 3<sup>rd</sup> position in the Academic Year 2016
- Principals Honor Certificate- Achieving 75+ in Home Economics in the Year 12A for the academic year 2016.
- Principal Honor Certificate- Achieving 75+ in Office Technology in the Year 12A for the academic year 2016.
- FY12CE- (318/400)
- Certificate of Distinction- Best Vernacular Student for Year 13 for the Academic Year 2017
- Certificate of Distinction- Achieving the Highest Mark in Home Economics for Year 13 for the Academic Year 2017
- Certificate of Distinction- Achieving the Highest Mark in Office Technology for Year 13 for the Academic Year 2017
- Certificate of Completion- Successfully completing Year 13 in the academic year 2017.
- FY13CE (313/400)
- Certificate of Volunteer Service- Student Ambassador for Open Day at the University of the South Pacific- 2019
- Bharat Ko Janiye Quiz- Bronze Medalist in 2019.
- 2021 Australia-Pacific BRIDGE School Partnerships Virtual Professional Learning Program.
- Bachelor of Arts and Graduate Certificate in Education.

### **RELEVANT SKILLS**

#### Communication Skills

- Good command of oral and written English
- Writing and Speaking Hindi
- Good presentation Skills

## Organization Skills

- Track recording, planning and organizing workload
- Time management
- Transcribing
- Translating
- Listening skills – to pick interjections
- Set goals and formulate plans to reach them
- Ability to work under pressure or under minimum supervision
- Working odd hours

## Computer Skills

- Microsoft Word
- Microsoft Power Point.
- Microsoft Excel
- Microsoft Access
- FTR system

## **WORK EXPERIENCE**

1. Intern at Parliament of the Republic of Fiji  
Hansard Unit

(3<sup>rd</sup> November 2021 to present day)

### Duties and Responsibilities

- Transcribing stints during Parliament Sittings and six Standing Committee Sitting.
- Transcribing from a Digital audio feed.
- Sitting in during the Parliament sessions to note down interjections by Parliament Members.
- Responsible for producing the first draft transcripts of all proceedings in the Parliament and all six Committees before the next sitting day.
- Ensuring that transcripts are produced on very tight deadlines with accuracy, speed and readability.
- Ensuring that verbatim notes are grammatically accurate and produced in accordance with the Hansard terms of reference of the Parliament of the Republic of Fiji.
- Assisting the Assistant Hansard Reporters in translating Hindi- English words from public consultations, Parliament Sitting and the six Standing Committee Sitting.
- Provide high level of research and information to the Hansard Team during Parliament proceedings, Committee Meetings and as requested by other officials and MPs.

2. Private tutoring to Secondary and Tertiary students.

### Tertiary

- Literature & Language units
- Hindi units
- Education units

Secondary subjects

- English
  - Hindi
  - Office Technology
  - Home- Economics
3. Student Assistant at USP book center- 2019 (Jan)-2021 (Feb)
- Assist at the shop floor
  - Assist at the warehouse
  - Assist in the other sections operated by USP Book Centre

**REFEREES**

**1.) Dr. Fiona Willans**

Senior Lecturer in Applied Linguistics

School of Pacific Arts, Communication and Education.

The University of the South Pacific

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**2.) Laisa Maafu**

Parliament of the Republic of Fiji

Hansard Unit

Editor Official Debate

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**3.) Rajeshree Sundarlal**

USP Book Centre

Manager

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**4.) Rajendra Prasad**

Teaching Assistant

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