**Curriculum Vitae**

**For**

**Felise Tonga Finau**

**July 17, 2014**

Surname: Finau

First Name: Felise

Middle Name: Tonga

Sex: Male

Address: 360 Grove Way

 Hayward,

 California 94541

Telephone: 510-606- 3645

Email: ftfinau@yahoo.com

Nationality: Tongan

Immigration Status: Permanent Residence of the United States of

 America

Date of Birth: 20th November 1953

Marital Status: Married with 3 children

### Personal Statement

To ensure that the message is delivered and well taken by the necessary recipient(s)

### Skills

### Formulation of Strategic Plans

* Research Skills
* Text Processing Skills
* Compilation of Reports
* Implementation of Strategic Plans
* Organizational Skills
* Problem Solving Skills
* Co-Ordination of Mental Health Activities
* Formulation of HRD Division/Section of a Company
* Editing Scripts
* Translation from English to Tongan and vice versa
* Formulation of a Human Resource Development Program of a Company/Firm
* Interpersonal Communication Skills
* Human Resource Management
* Capable of being an Efficient and Effective Manager
* Formulation of Customs Components and Legislation

### Education/Qualifications:

2001 – 2002 University of the South Pacific:
 Master of Business Administration

1987 – 1989 University of the South Pacific: Bachelor of Arts in English and Geography

1998 Massey University:
 Diploma in Public Sector Management

1997 C.P.D. & T., Australia:
 Certificate in Middle Level Management

### Computer Experience

Microsoft Word, Microsoft Excel, Microsoft Power Point, Internet Research

### Hobbies & Other Interests.

Tennis, Baseball, Rugby, Farming, Organization of Activities, Meeting people and Public Relations.

### Work History

**Project Officer**  Oceania Customs Organization Secretariat, Republic of Fiji

2007 – 2011

**Responsibility:** Conducting researches and formulate

projects for submission to the

Development Partners. Contract expired

in September 2011

**Deputy Head of Customs** Ministry of Finance, Government of Tonga

2005 - 2007

**Responsibility:** Head of the Border Control Division.

Resigned in July, 2007 to take up the expatriate job at the OCO Secretariat in Suva, Fiji

**Principal Assistant Secretary** Ministry of Finance, Government of Tonga

2003 – 2005

**Responsibility:** Head of the Administration Division.

Transferred to the Tonga Customs Service

in 2005.

**Health Administrator**  Ministry of Health, Government of Tonga

1995 – 2003

**Responsibility:** Deputy Head of the Administration

Division. Transferred to the Treasury,

Ministry of Finance in 2003.

**Teacher**  ‘Apifo’ou College, Catholic Diocese of

 Tonga and Niue

1981 – 1995

**Responsibilities:**

* Head of the Geography Department
* Discipline Master
* Sports Master

**Small Buildings Construction Planner**  Privately Owned Entrepreneurship

1976 – 1980

**Responsibilities:**

* Drafting plans for small buildings
* Construction Site Supervision

**Radio Announcer** Tonga Broadcasting Commission, Kingdom of Tonga

1974 – 1975

**Responsibilities:**

* Announcer for Radio A3Z

### Other Commitments

1995 – 2007 University of South Pacific – Tonga Center:
 Member of the Advisory Committee for the USP Tonga Center

2003 – 2004 St. Anthony of Padua Catholic Church Parish, Nuku’alofa:

Member of the Council

1996 – 2003 Ministry of Health:
 Secretary for the Mental Health Advisory Committee

1994 – 1995 Tonga Squash Growers Association:
 Secretary

1990 – 1991 Tonga Inter-Secondary Schools:
 President of the Tonga Inter-Collegiate Athletics Association

1989 University of the South Pacific:
 Member of the Appointment Committee for the Post of Vice

Chancellor

1988 – 1989 University of the South Pacific:
 President of the University of the South Pacific (USP) Student

 Association (USPSA)

1988 University of the South Pacific:
 Chairman for the International Relations Committee (USP

Students Association)

1968 – 1986 Tonga Council of Churches:

 Youth Coordinator

1974 – 1986 Catholic Diocese of Tonga and Niue:

 Educational Christian Living (Sunday School) Teacher

### Other Commitments in the United States of America

2011 - Present St. Peter Chanel’s College Kelana Alumni

 Association

 San Francisco Bay Area Advisor and Producer

2013 Tongan Catholic Educational Christian Living

 Oakland Catholic Sunday School

 - Composer of Traditional Dancing Lyrics

 - Composer of Traditional Dancing Notations

 - Choreographer of Traditional Dancing

2011 – Present East Bay Tongan Catholic Men’s Fellowship

* Member
* Traditional Songs Master
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2012 – Present East Bay Tongan Catholic Choir

 - Lead Fasi Singer

2013 Tongan Traditional Cultural Program

 East Bay Tongan Catholic Community

 - Advisor on Traditional Ceremonial Responsibilities - Composer of Lakalaka Traditional Tongan

 Group Dance

2011 – Present Finau Extended Family Monthly Meetings

 Oakland and Hayward

 - Head of the Extended Family

 - Coordinator of Functions and Activities

### Referee’s

**Dr. Siosaia Kami** Research and Development Adviser

OCO Secretariat, Private Mail Bag, Suva, Fiji

**Dr. Father Mikaele Paunga**

Senior Lecturer

Pacific Regional Seminary, Suva, Fiji

**Professor Ian Nowak**

Co-Ordinator of the Master of Business Administration Program

University of the South Pacific, Laucala Campus, Suva, Fiji