**Lupeolo Moeakiola Tupou Kolofo’ou, Nuku’alofa**

 **Mobile Number: (+676) 7746682**

 **Email:** **r\_2pou@yahoo.com**

**PERSONAL**

**Date of Birth:** June 27, 1983

**Place of Birth:** Nuku’alofa, Tonga

**Religion:** The Church of Jesus Christ of Latter Day Saints

**Marital Status**: Single

**Hobbies:** Culture, Travelling, Reading

**EMPLOYMENT**

***CHURCH COLLEGE OF WESTERN SAMOA (CCWS), APIA, WESTERN SAMOA***

*Jan-Dec 2005, Substitute Teacher (Form 5 Commerce and Mathematics)*

* Delivering Form Teacher’s Approved Lesson Plan
* Draft Weekly Lesson Plan for HOD Approval
* Draft Class Tests and Remedial Work for HOD Approval
* Assessing student work and collating results for Progress Report

***A.COWLEY & SONS BAKERY, NUKU’ALOFA, TONGA***

*Mar-May 2006, Accounts Clerk*

* Counting/summary of delivery end-of-day sales
* Counting/reconciliation of cashier end-of-day sales against remaining stock
* Assist in processing of weekly staff payroll
* Take customer orders and make arrange with bakers and cashiers for pickup

***HAVELU MIDDLE SCHOOL, HAVELU, TONGA***

*Jun-Dec 2006, Secretary to Principal*

* Management of Principal’s office
* Management of school bell schedule
* Schedule and arrangement of meetings
* Translation/drafting of outgoing correspondence
* Maintenance of filing system for incoming correspondence
* Operate all printing for Principal and Staff
* Processing of Mid-term and End-of-Year Progress Report for all Form Classes

*Jan-Nov 2007, Teacher (Form 2 Keyboarding, New Era English and Form 3 Commercial Studies)*

* Draft Weekly Lesson Plan for Principal’s Approval
* Draft Class Tests, Remedial Work and Exams for Principal’s Approval
* Assessing student work and collating results for Progress Report
* Participate and support school extra-curricular activities

***MINISTRY OF REVENUE AND CUSTOMS, NUKU’ALOFA, TONGA***

*Feb 2012-Jun 2015, Revenue Officer Grade III and later promoted to Revenue Officer Grade II, Small Business Division*

* Managed Small Business Division’s filing room
* Updating of taxpayer information into system and individual file
* Closing of inactive taxpayer files
* Inputting and reconciliation of PAYE returns
* Inputting of company income tax returns
* Assist senior officer in site visits
* Processing of taxpayer refund on annual income tax returns

***OFFICE OF THE ATTORNEY GENERAL, NUKU’ALOFA, TONGA***

*Jun 2015-Present, Translator, Legislation & Drafting Division*

* Translate legislation for submission to Law Committee, Cabinet and Legislative Assembly
* Assist Crown Counsels by translating litigation paperwork (Indictments, Summary of Facts, Record of Interview, Police Diary)
* Translation of other materials such as Office Press/Media Releases
* Participate as a member of the Sub-translation committee in vetting translation
* Updating and maintenance of legislation vocabulary database
* Transcribing audios for trial purposes

**CONTRACT WORK**

***THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS***

*July 2020-Present, Translator (English-Tongan Language Pairs, English-Samoan Language Pairs)*

***CCJK TECHNOLOGIES CO., LTD.***

*April 2020-Present, Translator (English-Tongan Language Pairs, English-Samoan Language Pairs)*

***APPEN***

*April 2020-Present, Translator*

***LIONBRIDGE***

*April 2020-Present, Translator*

***BOFFIN TECHNOLOGIES LTD.***

*March 2021, Translator*

**EDUCATION**

***LLB, University of the South Pacific, Tonga Campus, Tonga***

*Feb 2019-Present*

***BA Accounting and Economics, University of the South Pacific, Laucala Campus, Fiji***

*Feb 2002-Nov 2003, On Hold*

***New Zealand Form 7 Bursary and Scholarships Examination, Tonga High School National Form 7, Tonga***

*2001, B Bursary Qualification*

***Pacific Senior Secondary Certificate, Tonga High School, Tonga***

*2002, Overall Grade 7*

***Tonga School Certificate, Tonga High School, Tonga***

*1999, Overall Grade 4*

**SKILLS**

* Fluency in written and spoken Tongan and English Languages
* Computer literate; operating Microsoft Office software with a typing speed of 50wpm
* Excellent research skills
* Excellent time management and organisation
* Result-oriented
* Highly self-motivated

**REFEREES**

***Mrs Linda Tu’ihalangingie (Wife of LDS Stake President)***

Contact no: (676) 7702024

***Ms ‘Akanesi ‘Emeline Katoa (Supervisor and Senior Crown Counsel, Office of the Attorney General, Tonga)***

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