

# TOATU KIETAU

📍 Betio, Temanoku, Betio, Tarawa  
✉️ tkietau15@gmail.com  
☎️ 73005136  
🌐 <https://tkietau.com>

## OBJECTIVE

I'm looking for full-time work in the IT and telecommunications industry.

## PERSONAL STATEMENT

I am a versatile and results-driven IT professional with a strong foundation in web development, technical support, and system administration. With hands-on experience supporting IT operations within government environments, including my recent contract with the Ministry of Employment and Human Resources, I bring both technical skill and a proactive mindset to every project.

My goal is to grow into a strategic tech leader—delivering innovative, user-focused digital solutions while continuously expanding my expertise in emerging technologies such as cloud services, cybersecurity, and automation. I thrive in dynamic environments and am passionate about solving complex problems, improving digital systems, and creating impactful solutions that support both users and business goals.

What sets me apart is my adaptability and commitment to lifelong learning. I don't just fix problems—I help teams move forward by offering practical solutions, clear communication, and a genuine dedication to helping organizations make the most of their technology.

## WORK HISTORY

### Ministry of Finance & Economic Development

Bairiki, Tarawa  
Feb 2024 - Present

### IT Specialist Assistant

This was a permanent Job while completing my Bachelor of Science in IT

### Ministry of Employment and Human Resources

Bairiki, Tarawa  
Jun 2023 - Mar 2024

### AG IT Manager

This is a contract for an AG IT Manager.

- Maintain and Manage Website
- Manage ICT Equipments
- Enhance Networking
- Server Management
- Manage Computer Systems
- Manage and Maintained Internet Connectivity
- Manage Security
- Vendor Management
- Conducting Regular system audit

### MFED

Bairiki, Tarawa  
Apr 2021 - Mar 2022

### IT Assistant

This was a Temporary job at the ministry of finance Kiribati.

### koil

Betio, Kiribati  
Feb 2016 - Jun 2016

### IT Assistant

This was a Temporary job at Koil Company

## QUALIFICATIONS

### University

Suva, Fiji  
2014 - 2022

### Computing Science and Information System

### Chevalier

Tabiteuea, Abemama  
2013

### Form 7

## TECHNICAL SKILLS

- Troubleshooting computer's hardware and software
- Developing Database systems
- Generator Servicing Coordination
- Managing Web Database Development
- Networking
- Managed records and tracking for physical assets including IT equipment.
- Oversaw the maintenance schedule and servicing of standby generators

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## PERSONAL SKILLS

### Positive Attitude

I approach challenges with optimism and a solution-focused mindset, helping to maintain a productive and encouraging work environment.

### Strong Communication

Skilled at explaining technical concepts clearly to both technical and non-technical audiences, ensuring smooth collaboration and user support.

### Teamwork

Comfortable working in diverse teams, contributing to group success through open communication, reliability, and shared problem-solving.

### Willingness to Learn

Passionate about continuous learning—whether it's picking up new technologies, platforms, or adapting to new workflows in fast-paced environments.

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## REFEREES

Referees available on request.