



BRANDON SIGRID ANAK JACKSON

I am a dedicated graduate with a Diploma in Administration Information Systems from Sarawak Skills. My academic journey has been enriched with the successful completion of SKM 2 Office Administration and SKM 3 Office Administration Supervision. With a strong foundation in IT-related skills and a keen interest in the dynamic field of administrative management, I am now actively seeking job opportunities. I am enthusiastic about honing my skills and knowledge further, with a commitment to contributing effectively to any team I join, particularly within the IT department and beyond. I am open to work and ready to contribute immediately.

<div>CONTACT</div> <div><div><div></div><div>+60 17 858 7259</div></div><div><div></div><div>branrol1234@gmail.com</div></div><div><div></div><div>No.49, Lorong 3, Taman Emas, Batu 9, Jalan Penrissen, 93250, Kuching, Sarawak</div></div><div><div></div><div><div>www.linkedin.com/in/brandon-sigrid-90988a226</div></div></div><div><div></div><div><div>https://github.com/BranSigrid</div></div></div></div>	<div>EDUCATION</div> <div><div><div>Diploma in Information system administration</div><div>Sarawak Skills</div><div>2023 - 2024</div></div><div><div>Certification in SKM 3 in Office Administration Supervision</div><div>Sarawak Skills</div><div>2022 - 2023</div></div><div><div>Certification in SKM 2 in Office Management</div><div>Sarawak Skills</div><div>2021 - 2022</div></div><div><div>Sijil Pelajaran Malaysia (SPM)</div><div>SMK Green Road</div><div>2022 - 2023</div></div></div>
<div>SOFT SKILLS</div> <div><div><div>●</div><div>Problem-Solving</div></div><div><div>●</div><div>Communication</div></div><div><div>●</div><div>Time management</div></div><div><div>●</div><div>Leadership</div></div><div><div>●</div><div>Adaptability</div></div><div><div>●</div><div>Continuous Learning</div></div></div>	<div>WORK EXPERIENCE</div> <div><div><div>Intern (Sarawak Skills) 4th March - 24 May 2024</div><div>As an IT intern in the IT Department, my main responsibilities include assisting the web administrator with managing and maintaining WordPress websites, creating and developing new websites, providing technical support to colleagues, and collaborating on various IT projects to meet the department's needs.</div></div><div><div><div>VOLUNTEER EXPERIENCE</div><div><div>Web Administration Assistant: Sarawak Skills 24th May - 24th June 2024</div><div>Created and maintained the website using WordPress. Assisted the IT Unit with projects, technical support, and developing PowerPoint presentations for IT programs.</div></div></div></div></div>
<div>TECHNICAL SKILLS</div> <div><div><div>●</div><div>Frontend : HTML, CSS, JavaScript, Bootstrap</div></div><div><div>●</div><div>Backend : PHP, MySQL</div></div><div><div>●</div><div>Tools & Version Control : Github (For Version Control, Figma (for UI/UX design</div></div><div><div>●</div><div>Microsoft Office: Word, Excel, PowerPoint, Project, Visio</div></div></div>	<div>CERTIFICATION & INVOLVEMENT</div> <div><div><div>Implementation Committee for Innovation Carnival Program</div><div><div>●</div><div>Organized by Diploma Information System Level 4 in collaboration with TVET unit</div></div></div><div><div><div>Public Speaking Competition 2023</div><div><div>●</div><div>Organized by Student services department & Communication Club, Sarawak Skills</div></div></div><div><div><div>Committee for Public Speaking Competition 2023</div><div><div>●</div><div>Organized by Student services department & Communication Club, Sarawak Skills</div></div></div><div><div><div>Facilitator for Basic Training Microsoft Office 365 Program 2023</div><div><div>●</div><div>Organized by Diploma Information System administration level 4, Sarawak Skills</div></div></div><div><div><div>Charity Work Program at Rumah Seri Kenangan 2022</div><div><div>●</div><div>Organized by Office Management Supervision level 3, Sarawak Skills</div></div></div></div></div></div></div></div>

REFERENCES		
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