



# Margeret Jelian Anak Calvin Davidson

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## About Me

Final year student with a Diploma in Information Management from University Technology MARA (UiTM), seeking an internship opportunity to use academic knowledge in a practical situation, obtain hands-on experience in information management, and contribute to the organization's goals. Enthusiastic and detail-oriented information management student who is passionate about using technology to improve data organization and analysis.

## Education

### SMK ST.MARY

Kuching, Sarawak  
SPM : 4A 2B 2C 1D

### Diploma in Information Management

Universiti Teknologi MARA (UiTM)  
2022 - Current  
CGPA : 3.20

## Skills

### Soft Skills

- Good communication skills
- Good in time management
- Flexible and adaptable
- Strong organizational abilities
- Excellent problem-solving skills

### Hard Skills

- Microsoft Office proficiency
- Familiarity with office equipment and technology
- Experience with document and records management systems
- Proficiency in database management systems

## Languages

### English

- Speaking : Excellent
- Writing : Excellent

### Bahasa Melayu

- Speaking : Excellent
- Writing : Excellent

### Mandarin

- Speaking : Basic
- Writing : Basic

## Experiences

### Information Management Sarawak (INFORMS) Society, UiTM Samarahan

Special Duty Exco

07 March 2023 - 31 Jan. 2024

- Assist or represent an Exco (Executive Council) member.
- Assist specific responsibilities or tasks assigned by the High Council members
- Act as liaisons between the Exco member or High council members.
- Provide input and execute decisions on behalf of the Exco member.

### Community Service Club, UiTM Samarahan

Assistant Treasurer

11 Oct. 2023 - 13 Jan. 2024

- Manage and keep financial records for the community service club.
- Collect fees and gifts from members as well as donors.
- Create financial reports and updates for club meetings and leadership.
- Work with the treasurer and other club members to develop financial sustainability and growth strategies for the club.

### Information Management Sarawak (INFORMS) Society, UiTM Samarahan

Vice Secretary

21 Feb. 2024 - 28 Oct.2024

- Assists the Secretary in managing the daily tasks or document of the society.
- Participates in strategic planning and decision-making processes.
- Provides guidance and support to society members and assists in resolving conflicts or issues as they arise.
- Steps in to fulfill the duties of the Secretary in their absence or as delegated.

### Internship (Senari Synergy Sdn Bhd)

22 Jul. 2024 - 13 Sept. 2024

Administration Department

- Assisting with filing, data entry, photocopying, scanning, and managing correspondence (emails, letters)
- Updating and maintaining databases, ensuring accuracy and proper organization of records.
- Taking notes, preparing agendas, and learning professional etiquette.
- Help my senior colleagues organize meetings, booking conference rooms, and maintaining schedules for team members.