Sia Lee Gee-Ei

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Passionate fresh graduate seeking to explore the career opportunities and interests in the Information Technology sector. Recently completed several IT-related specialization courses and is hoping to land an entry level job in the field of IT.

CERTIFICATES

Google IT Support Professional Certificate by Google

- IT support program that covers the fundamental skills and knowledge required in IT troubleshooting and customer service, such as networking, operating systems, system administration and cyber-security.

Web Design for Everybody: Basics of Web Development & Coding by University of Michigan on Coursera

- Specialization course that hones fundamental web development and design skills including HTML, CSS, JavaScript and provides hands on UI/UX experience with a from scratch website development project.

JOB EXPERIENCES

Barista at Golden Whale Internation Sdn Bhd, *Subang Jaya.*   Jan 2020 – Aug 2020
- Honed excellent customer service and outstanding F&B preparation skills.

Data Analyst Intern at WiseSight Sdn Bhd, *Petaling Jaya.*   May 2018 – Jul 2018
- Managed high volumes of data compilation and coding.
- Deeper understanding of methods and strategies on increasing a company's online presence.
- Honed advance skills in Microsoft Office Applications.

EXTRA-CURRICULAR ACTIVITIES AND PROJECTS

Academic Research Training Programme (Cerebro Labs)   Oct 2018 – Mar 2019
- Lab Assistant at the University's EEG Lab.
- Exposure to complex lab equipment and technology.
- In depth and hands on experience in conducting research and experiments.

St. John Ambulance Malaysia (KSTS Area)   2016 – Present
- Active volunteer at this Non-Governmental Organization.
- Consistent participation in public duties and planning of charity events and member welfare projects.
- Built up strong leadership and project management skills.

EDUCATION

Bachelors of Psychology (Hons) at HELP University   Awarded in Jan 2020
- Second-Upper Class with a CGPA of 3.28

OTHER SKILLS & INTERESTS

Multilingual: Able to speak English, Mandarin and Malay.

Graphic Enthusiast: Possess basic skills and interest in graphic designing software (Adobe PS, AI etc.)

Other IT skills: Python, VBA, SPSS, and R.

REFERENCES

Available Upon Request