

ELAINE CHOO PEI YING

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OBJECTIVE

To further my career with a growth-oriented firm in seeking a position in Information Technology field or any other fields where I can get an opportunity to utilize my knowledge and analytical skills for performing effective data research that offers opportunities for my professional growth.

STRENGTH

- Good leadership, interpersonal and analytical skill.
- Competent knowledge in fields of biology, pharmaceuticals, IT and computer science.
- Proficient ability of applying the acquired knowledge to practical purposes
- Good speaking and written in English, Mandarin & Malay Language.

LAB SKILLS

- DNA Sequencing & Extraction
- Polymerase Chain Reaction (PCR)
- Staining Technique
- Control of Microbial Growth
- Preparation of buffers and solutions

TECHNICAL SKILLS

- Basic Programming Languages such as SQL ,JAVA , C++, HTML, Python & Perl
- Common MS office applications(MS Word, Excel, Power Point, VBA)
- Macromedia Flash 8 Professional
- Adobe Photoshop & Illustrator
- Familiar with Biological Databases - NCBI, PDB, GENBANK, OMIM, ExpASy, PUBMED
- Visualization tools – RasMol, JMol
- Sequence analysis tools – BLAST, FASTA, EMBOSS
- Matlab

ELAINE CHOO PEI YING

WORKING EXPERIENCE

Robomatics (M) Sdn Bhd, Melaka

IT & Admin Executive, Dec 2010 – Present

- Responsible on administrative & IT related duties as requested.
- Provide administrative support and manage Director's calendar of appointment scheduling, handling correspondences, PowerPoint presentation.
- Transferring data from database server.
- In-charge on office & branch offices' computer & IT software.
- Support on IT software repair & maintenance for all office branches.
- System Administration and Networking.
- Responsible on designing flyer, poster for advertisement using AI / Photoshop.
- Write and place job advertisement to attract candidate & source, develop and manage candidate relationship within chosen competency.
- Responsible for recruitment process.

Sudong Sdn Bhd, Melaka

Customer Care Officer, Sept 2010 – Dec 2010

(A member of the SingTel Group, Singapore)

- Handling of incoming call and enquiries from customers with demonstration of excellent customer service skill to meet and exceed customer's need.
- Take in service application and request for back office or self-processing.
- Follow up and resolving customer complaint and problem and ensure it's close to satisfaction Comply to Key Performance Indicators.
- Work closely with team members and leaders at all times to achieve quality results & productivity.
- Any other duties assigned by the team leader.

Research Management Centre, MMU

Research Assistant, Part Time Contract

- Documentation / IT – software
- Responsible on documentation filing such as interview notes, interview questions, Entity-Relationship Diagram, Data dictionary, keep track members' tasks reminder, Source Code Documentation Management
- Responsible on some systems' module development using PHP, HTML and MySQL.

Cynaps Green Sdn. Bhd Johor, Malaysia

Internship, 3 - months

- Life Science Laboratory work / IT – software
- Write up Standard Operating Procedures (SOP) for banana tissue culture.

ELAINE CHOO PEI YING

- Responsible to wash up the entire laboratory used equipment.
- Complete whole cycle of tissue culture banana plants.
- Design a production planning system.

SJK(C) Foon Yew 5, Johor Bahru

Temporary Teacher, January 2007 - April 2007

- As a Primary 3 relief form teacher.
- Assisted vice-principal on students' affair.

EDUCATION

Multimedia University (Melaka Campus) Malaysia

Bachelor of Science (Hons) Bioinformatics, 2010

CGPA : 3.13/4.00

Dean List Award in final semester

FINAL YEAR PROJECT

Homology Studies of Protein Active Site on Laccase

- Short Description : Study the protein active site by using Evolutionary Trace Analysis
- Outcome : Predict the active site of laccase
- Status : Completed

TECHNICAL CERTIFICATIONS

Microsoft Excel Level II & III

Macromedia Flash 8 Professional

WORK PREFERENCES

Preferred Work Location(s) : Johor Bahru, Anywhere in Singapore
Preferred Job Type(s) : Full-Time
Expected Monthly Salary : MYR 3,000.00 / SGD 2,500.00 (Negotiable)
Availability : Immediately after notice period of 1 month(s)