



CAROLINE CHRISTIE THOMAS

014-8626873

carolinethom29@ymail.com

PERSONAL INFORMATION

FULL NAME : Caroline Christie Thomas
GENDER : Female
DATE & PLACE OF BIRTH : 29th January 1994 - Hospital Kota Belud
IC NO & AGE : 940129-12-5702 (23 years old)
RACE & RELIGION : Kadazan – Christian
MARITAL STATUS : Single
ADDRESS : Kampung Tinuhan, Peti Surat 324, 89259 Tamparuli, Sabah
EMAIL : carolinethom29@ymail.com
PERSONAL FEATURES : My contemporaries describe me as an independent, responsible and friendly person. I am very committed to my works, highly motivated in learning new things, have a good communication skills and able to grow a positive relationship with people around me. The passion and optimistic mindset within me always encourage myself to do the best in everything.

EDUCATION

2013-2016 Bachelor (Hons) Administrative Science
Universiti Teknologi Mara, Kampus Seremban 3
CGPA: 3.00 (Completed)

2012-2013 Foundation in Law
Universiti Teknologi Mara, Kampus Sungai Petani
CGPA: 3.17 MUET: Band 3

2010-2011 Sijil Pelajaran Malaysia (SPM)
Sekolah Menengah Kebangsaan Tenghilan, Tamparuli
Result: 5A, 1B, 3C, 1D (Science Stream)

2007-2009 Penilaian Menengah Rendah (PMR)
Sekolah Menengah Kebangsaan Tenghilan, Tamparuli
Result: 7A

SKILLS

LANGUAGES	Spoken	Writing	Read
Bahasa Malaysia	Excellent	Excellent	Excellent
English	Good	Good	Excellent
Mandarin	Good	Good	Good
Bahasa Kadazandusun	Satisfactory	Basic	Basic

Computers & ICT

Microsoft Word, Microsoft PowerPoint, Microsoft Access, Microsoft Excel, Microsoft Publisher, Microsoft Project, SPSS

ACTIVITIES

2016	Member of Environmental Management Club
2014-2015	Member of Gabungan Siswazah Serantau (GSS) and Kembara Keusahawan (Co-Curriculum) UiTM Seremban 3
2013-2016	Member of Volunteer Mission Team for church activities (West Malaysia)
2012-2013	Member of Pre-Law Club UiTM Merbok, Kedah and participated in Team Building for Pre-Law students
2011	President of Choir Club SMK Tenghilan
2010	Perkhemahan Unit Beruniform
2009-2011	High Committe of SMK Tenghilan Choir team and first-runner up for State Level Choir Competition
2009-2010	Member of SMK Tenghilan Choral Speaking team and first-runner up for District Level Choral Speaking Competition
2008	Participated in Kursus Asas Guru Pendidikan Agama TJC
2007	Participated in English Drama Competition for District level

WORKING EXPERIENCES

Jan-Mar 2016	Pejabat Daerah Tuaran Position: Admin Assistant (Internship)
Jun-Aug 2013	Sekolah Kebangsaan Kibabaig, Penampang Position: Replacement teacher
Apr-May 2013	Silk Garden Chinese Restaurant, Sutera Harbour, Kota Kinabalu, Sabah Position: Part time waitress
Feb- Mar 2012	Almacrest International College, Kota Kinabalu Position: Temporary staff (Student Affairs Department)

REFERENCES

Name : Prescilla Apok
Position : Teacher at SK. Kibabaig, Penampang
Tel : 010-9330688

Name : Hajah May Sapura Bt Mohd Shazilli
Position : Coordinator of Diploma Corporate Administration, UiTM Seremban 3
Tel : 019-6625957

Name : Joana Sinteh
Position : Chief Clerk of Pejabat Daerah Tuaran
Tel : 088-788 513