



Personal details

Name	Cassandra Etta Geoffrey
My card number	890913136306
Gender	Female
Age	28 years old
Date of birth	13 September 1989
Nationality	Malaysian
Marital status	Single
Email /contact number	cassandra.geoffrey89@gmail.com 0138319173

Academic Qualification

Name of school	Certificate Award	Course Taken
University Technology Mara (Uitm) December 2009 until May 2013	Bachelor Science in Information Studies (Hons) Library and Information Management Second Class (Upper)	<ul style="list-style-type: none"> • Foundation of Information Management • Foundation of Information Communication and Technology • Organization Information • Information Proficiency • Information Technology in Library and Information Centers • Management Records in Organization
SMK Three Rivers Mukah	Sijil Tinggi Pelajaran Malaysia (STPM) Year 2007 until Year 2008 Sijil Pelajaran Malaysia (SPM) Year 2005 until Year 2006	<ul style="list-style-type: none"> • Humanities class • Science class

Previous Employment

Address of Employer	Nature of duties	Position
BSM Vacation Marketing Kuching	Invite people to come to tourism event	Telemarketing officer
Pustaka Miri	Doing practical in library- Attachment in Technical Department and Information Service Department	Practical students
Pejabat Pelajaran Daerah Mukah	Teaching Bahasa Malaysia for Standard 1 until Standard 3 at SK Seberang Mukah and, other task assigned	Temporary teacher

Language

Language	Level
English	Good
Malay	Good

Achievement

Description	Details	Date achieved
Outdoor class Training and Design Program	AJK for Media Bureau	18 May 2017
Volunteer Malaysia IM4U	Participant	6 December 2014
PBSM Cawangan Puncak Alam, Puncak Perdana Uitm Shah Alam	Tim.Pegawai Latihan	20 January 2012