

**FELICIA JOSEPH GALAIS**

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## CAREER OBJECTIVES

- ✓ To have a stable and challenging career that used my personal capability and creativity where I can enhance my skills and improve my knowledge.
- ✓ To work in a company with good working environment in order to contribute to the new technology and be a part of it. Also willing to face new challenges and gaining valuable experiences in fulfilling the company vision and expanding my career.

## EDUCATION BACKGROUND

- **COURSES JOINED: MOST CENTRE TANJUNG ARU (APRIL 2014)**
  - 1Azam Program
  - Courses: Business Communication, Comptia A+, Network+, Basic Computer Courses
- **HIGHER EDUCATION: UNIVERSITI MALAYSIA SABAH (UMS) (2010-2013)**
  - BACHELOR DEGREE OF SCIENCE WITH HONOURS IN BIOTECHNOLOGY
  - LAST CGPA: 3.38, HONOURABLE SECOND CLASS UPPER HOLDER
  - GRADUATION YEAR: NOVEMBER 2013
- **HIGH SCHOOL: SM LA SALLE TANJUNG ARU, SABAH (MAY 2008-DEC. 2009)**
  - SIJIL TINGGI PERSEKOLAHAN MALAYSIA (STPM)
  - CGPA: 3.50, Majoring in Pure Science
- **SECONDARY SCHOOL: SM STELLA MARIS TANJUNG ARU, SABAH (2003-2007)**
  - SIJIL PELAJARAN MALAYSIA (SPM), 10A's & 2B's
  - PENILAIAN MENENGAH RENDAH (PMR), 7A's
- **PRIMARY SCHOOL: SRK STELLA MARIS TANJUNG ARU, SABAH (1997-2002)**
  - UJIAN PENILAIAN SEKOLAH RENDAH (UPSR), 4A's & 1B

## RESEARCH EXPERIENCE

Title of Final Year Project	: Isolation and Characterization of Marine Sponge-associated Actinomycetes and Extraction of Protein for Antimicrobial and Antioxidant Potentials
Description	: In this study, the goals were to isolate marine-sponge associated actinomycetes using different isolation media, characterize the isolated strains of actinomycetes morphologically, and tested them for antimicrobial and antioxidant potentials using their extracted proteins. The use of marine ecosystems as the primary source of actinomycetes in this research is due to the fact that there is a greatest biodiversity of microorganisms that can be found in the oceans. Furthermore, the oceans are still poorly explored compared to terrestrial environments. Thus, there is potential of discoveries of new protein from the marine actinomycetes since they have developed unique metabolic and physiological capabilities to survive in extreme habitats that would not be observed in terrestrial microorganisms.
Name of Project Supervisor	: Dr. Ivy Wong Nyet Kui
Supervisor's Email	: <a href="mailto:nkwong@ums.edu.my">nkwong@ums.edu.my</a>

## WORKING EXPERIENCES

- **LEGAL ASSISTANT, SUNYAP DEVELOPMENT SDN BHD (JUNE 2016 - PRESENT)**

- Salary: RM1,300.00
- Preparing letters and documents related to conveyancing and tenancy matters
- Answering phone calls, taking messages, sending or making memos
- Providing customer service, referring clients to the right people, making appointments
- Filing papers, sorting mails, mailing letters
- Entering information into a program or database (appointments, contact information, client records)
- Providing administrative support
- Following-up with tenants and other clients

- **OFFICE CLERK CUM SALES ASSISTANT, EDAR BERJAYA SDN BHD (APRIL 2016 - JUNE 2016)**

- Salary: RM800.00
- Preparing quotations, letters and documents related to sales matters
- Answering phone calls, taking messages, sending or making memos
- Providing customer service, referring clients to the right people, making appointments
- Filing papers, sorting mail, mailing quotations
- Entering information into a program or database (appointments, contact information, client records)
- Providing administrative support
- Preparing accounts documentation for audit

- **CLERICAL STAFF, YONG & CHIA LAW FIRM (APRIL 2015 - OCTOBER 2015)**

- Salary: RM1,200.00
- Preparing letters and documents related to conveyancing matters
- Answering phone calls, taking messages, sending or making memos
- Providing customer service, referring clients to the right people, making appointments
- Filing papers, sorting mail, mailing letters
- Entering information into a program or database (appointments, contact information, client records)
- Providing administrative support
- Following-up with clients

- **PUSAT PENYELIDIKAN PERIKANAN LIKAS & STESEN PERIKANAN PUPULUTON TAMBUNAN**

01 July 2013 – 20 September 2013 (Internship Program)

- Preparation of working paper entitled “*In-house Validation of Porcine-specific Detection Method*” to assess whether procedure application of real-time PCR using Mericon pig kit is suitable for detection of porcine DNA in fishery products and fish feeds.
- Identification of Red Tide Phenomenon in Sabah which includes sample preparation of shellfish for Paralytic Shellfish Poisoning (PSP) analysis, identification of PSP using Mouse Bioassay and ELISA Kit, water sampling and water filtering, and microscopic analysis of filtered-water sample.
- Performing gel electrophoresis and polymerase chain reaction for identification of 12S specific DNA contamination and 16S specific DNA contamination in the laboratory, and for identification of yellow head virus in prawns.
- Performing microbiology tests on fisheries products which include Total Plate Count, and identification of Coliform, *Escherichia coli*, *Staphylococcus aureus*, *Salmonella* sp., and *Vibrio* sp.
- Perform fisheries works at Stesen Perikanan Pupuluton Tambunan which include classification of fish seeds, brood stock sex determination, distribution of fish seeds, sewing fishing nets, preparation and cleaning of fish pond, drying of fish pond, separation of brood stock and fish seeds unto different fishing nets, and feeding fishes.

## ACHIEVEMENTS & AWARDS

- Awarded Dean Awards for Semester 3 and Semester 6 (2010-2013)
- Participant of the Makeweekend Award (2012)
- Head of Special Tasks for Asas Pembudayaan Keusahawanan Ke-5 (2011)
- Participant of Symposium for Public Understanding of Science and Technology (PUSAT) (2008)
- Awarded STPM Best Students (2010)
- Deputy Minister of Internal Affairs – La Salle’s Parliament (2008-2009)
- President of Fencing Club (2008-2009)
- Secretary of Cadet Police Club (2008-2009)
- Committee Member of Pengajian Am Club (2008-2009)
- Treasurer of Librarians (2008-2009)
- Participant of Program Latihan Khidmat Negara (2008)
- Awarded Principal Award for SPM Best Student (2008)
- Awarded Best Student Awards (2003-2007)
- Member of Persatuan Pencegah Jenayah (2003-2007)
- Member of Basketball Club (2003-2007)
- Member of Malaysian Red Crescent Society (2003 – 2007)

## STRENGTHS AND SKILLS

- Capability in conducting scientific research and analysis, and poses diverse concept to enhance the company’s performance in scientific fields.
- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
- Team player but can also work individually.
- Ability to quickly absorb professional knowledge, highly motivated, and willing to learn.
- Competency in operating Microsoft Office that includes Microsoft Excel, Microsoft PowerPoint, Microsoft Word and Publisher.
- Basic in operating Adobe Photoshop and Statistical Package for the Social Sciences (SPSS) Software.
- Capability to speak fluently and read/write with high proficiency in both English and Malay.

## MISCELLANEOUS

- Expected monthly salary: RM1300 - RM1800 (negotiable)
- Willing to travel: Yes
- Possess own transport: No
- Ability to start working: Immediately (actively looking for job)

## PROFESSIONAL REFERENCES

**1. MS. HARTINIE MARBAWI**

HEAD PROGRAM OF BIOTECHNOLOGY  
UNIVERSITY MALAYSIA SABAH.  
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**2. EN. MOHAMAD FAIZAL BIN HAJI MOHAMED ANWAR**

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**3. MADAM HELENA BIUN**

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