



## SYLVIA ANAK JIMMY

**DATE OF BIRTH: 22 APRIL 1992**

**PLACE OF BIRTH: MIRI, SARAWAK**

**ETHNIC: IBAN**

**MARITAL STATUS: SINGLE**

**AGE: 25 YEARS OLD**

**EXPECTED SALARY: NEGOTIABLE**

## OBJECTIVE

I am an Anthropology and Sociology graduate with experience in teaching and administration/law company who seeks a role as general clerk.

## SKILLS & ABILITIES

Proficient in Microsoft Word, Statistical Package for Social Sciences, Microsoft Publisher, Pixlr Editor and Powerpoint, Adobe Photoshop and Photoscape

Fluent in English, Bahasa Melayu, Iban dialect (both written and spoken) and good command in French.

Write and read short stories and articles in Malay and English. Enjoy outdoors sports particularly in badminton and soft ball. Regularly participate in volunteer and charity work.

## CONTACT DETAILS

**Postal Address:** C/O Sandra Anak Jimmy, Mahkamah Tinggi /Sesyen/ Majistret Kuching, Jalan Gersik, 93050, Petra Jaya, Kuching, Sarawak.

**Telephone:** 0105926576 / 0136187004  
(Whatsapp Only)

**Email:** [sylviajimmy92@gmail.com](mailto:sylviajimmy92@gmail.com)

## PROFESSIONAL EXPERIENCES

### PART TIME TUITION TEACHER AT ST FRANCIS'S CHURCH, KOTA SAMARAHAN FROM 6 APRIL 2016 - CURRENT

Guided and taught Bahasa Melayu (Malay language) for SPM level. Designed, produced infographics notes and tips to answer SPM questions. Wrote Malay essay and literature article for teaching activities. Correcting grammatical errors (Tatabahasa/Imbuhan/Ejaan) in Malay essay.

### INDUSTRIAL TRAINING AT HIGH COURT KUCHING FROM 7 JULY 2015 – 25 SEPTEMBER 2015

Filed and documented account files. Wrote and designed official/contract letters. Produced testimonial and paperwork during industrial training. Learned to calculate treasury for whole departments within the account division. Listened and recorded criminal and session proceeding cases by using VORTEX application. Learned secretarial and administration jobscope.

## ACADEMIC QUALIFICATIONS

### UNIVERSITI MALAYSIA SARAWAK

Bachelor of Social Sciences with Honors in Anthropology and Sociology from 2 September 2012 – 16 November 2015 GPA: 2.98 CGPA 2.96

### SMK WIRA PENRISSEN

Sijil Tinggi Pelajaran Malaysia (STPM) CGPA: 3.00 & Sijil Pelajaran Malaysia

## EXTRA CURRICULAR ACTIVITIES

**Office Management System Club Assistant**, Universiti Malaysia Sarawak. Organised a study tour to Bangunan Baitul Makmur and Cahaya Mata Sarawak Company which attracted 60 university participants. Learned office management particularly 5S which effectively applied in the companies.

**Research Assistant**, Final Year Student ANSOS For Kalimantan Project. Organised a field trip to Pontianak. Wrote special project focused on Dayaks of Kalimantan which collaborated with University of Tanjung Pura.

**Final Year Project:** Sosiologi Jenayah (Pandangan Masyarakat Kuching mengenai Jenayah wanita.

**National Activity:** Program Latihan Khidmat Negara

## REFERENCES

### DR JUNA LIAU, SENIOR LECTURER

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