

CURRICULUM VITAE

SYLVIA ADELE THOMAS MIM-CPT, MMIM



Sylvia Thomas started from secretary to head of administration and later to office manager. Her wealth of 40 years working experience in Finance, Administration and Teaching profession has greatly equipped her as an administrative expert to share, train and mentor office professionals in career development as well as coaching children in personal and leadership development.

Sylvia strongly believes that learning and growing has no age limit or boundaries. Over the long haul, she has dedicated her time to developing her skills, knowledge and competency by undertaking additional courses and attending educational programmes. She is a Certified Professional Trainer accredited by MIM/PSMB, a Certified Professional Secretary accredited by the International Association of Administrative Professionals USA and recently obtained a Bachelor in Applied Management from Federation University Australia. Her credentials also cover NLP Triple Certification, Public Relations, Marketing and Advertising, First Line Management, Train-the-Trainer and Diploma in Children's Ministry.

With a lot of passion and energy for a purposeful life, Sylvia is recognized and praised for her commitment and strength to accomplish tasks beyond the call of duty. She never ceases to amaze people in performing beyond imagination, conquering challenges and overcoming obstacles with creativity, wisdom and a positive mindset.

Her passion to impart creative knowledge and expertise into others who have the desire to learn and grow for the advancement of their personal and professional development has inspired her to become an inspirational trainer to serve with excellence and humility.

No mountain is too high, no ocean is too deep, no river is too wide, if you balance spirit, body and soul in your daily life. A Godly life brings out the best in all of us.

CURRICULUM VITAE (CONT'D)

ACADEMIC QUALIFICATION

- 1973 Sijil Rendah Pelajaran (SRP), Assunta Secondary School PJ
- 1975 Malaysia Certificate of Education (MCE), Assunta Secondary School PJ
- 1975 Polis DiRaja Malaysia Pasukan Kadet, 2 years in service/Rank Corporal
- 1977 Foundation in Book-keeping, International Association of Book-keepers Ltd

PROFESSIONAL QUALIFICATION

- 1979 Private Secretary Certificate, Stamford College
- 1994 LCCI Diploma in Public Relations, Marketing and Advertising, Sunway College
- 1997 Certified Professional Secretary, PSI Institute for certification, USA
- 2000 Unit Trust Licensing, Federation of Malaysian Unit Trust Managers
- 2004 Diploma in Management Practice, Institute of Administrative Mgmt.
- 2013 Certified Professional Trainer, Malaysian Institute of Mgmt./PSMB
- 2013 Diploma in Business Administration, Stamford Colleges
- 2014 UK English Programme Teachers' Training, DMT Networks Sdn Bhd
- 2015 Bahasa Malaysia Programme Teachers' Training, DMT Networks Sdn Bhd
- 2016 Bachelor of Applied Management, Federation University Australia
- 2017 Triple Certification NLP: Certified Practitioner of NLP Programming, Coaching & Timeline Therapy, ABNLP
- 2017 Diploma in Children's Ministry, KIDMIN Academy, USA

COURSES ATTENDED

1978	Seminar on Beauty and Health, by PRESA Communications
1981	Effective Secretary Course 3-day program, by CREDO
1990	Diploma in Executive Secretaryship, Stamford College
1991	Customer Satisfaction Workshop, Motorola Training Program
1991	Interaction Program, Motorola Training Program
1991	The Malaysian Secretaries' Conference, PET Consulting
1991	The Quality Secretary, PET Consulting
1991	The Interaction Program, Motorola Training Program
1993	Coaching & Counselling Skills for Managers, by Tom Taylor
1993	Leadership and Managerial Skills for Women, by Quest Consulting
1994	Professional Etiquette, Image Power
1995	The Challenging World of the Professional Secretary, PET Consulting
1995	Telephone Techniques for Effective Customer Service, BASIS KL
1997	Effective Records Keeping and Filing System, Consembition Jaya Sdn Bhd
1997	The New Generation of Executive Assistants, SSM
1998	Achieving Success – The Team Strategy, SSM
1998	New Dimensions in Leadership and Direction for the Exec Assistant, SSM
1999	Pride in Professionalism: Commitment towards Excellence, SSM
1999	Workplace 2000 – People Skills for Office Teaming, SSM
2000	The e-Secretary of the dotCom Age, SSM
2000	Certificate in Biblical Studies, Faith Works Bible College Australia
2001	Microsoft Power Point 97 (Advance), STC Professional Training
2001	K-Secretary Supporting the K-Economy, SSM
2001	Regional Conference “Challenges of the 21 st Century, SAPES Singapore
2001	Advance Certificate in Biblical Studies Faith Works, Hillsong Int'l Leadership College
2002	ECO (Expectations, Challenges, Opportunities) for the Admin Pro, SSM
2002	ASA Congress “Challenges”, Brunei Society of Secretaries, Brunei
2002	Team Building Program by Alam Centre of Outdoor Training, Sepang Selangor
2003	Train-the-Trainer, ACNielsen Way, ACNielsen University
2003	Train-the-Trainer, MICCI
2003	Beyond the Best – Two-day Conference, SSM
2004	First Line Management Program, Specialist Management Resource
2004	English for Front Office Personnel, SP Training and Management
2005	Fire Prevention, FM Global Property Loss Prevention
2008	ASA Congress “Reinventing...The Way Forward”, MAPSA, KL
2010	ASA Congress “Leaping Forward in the Changing Workplace”, CASAP Taiwan
2011	DIY Digital Marketing, WIM Malaysia
2011	Statement of Achievement in Leadership Module 1 & 2, C3 College Australia
2014	Facilitator Workshop in teaching English, Bible League International
2012	Mind Mapping Training Program...Thinkbuzan Leader, iEvents Asia Resources
2012	ASA Congress “Striving for Excellence: In League with Technology”, Dhaka
2013	Administrative Professionals Week 2013 two-day Conference by MAPSA
2015	Administrative Professionals Week 2015 two-day Conference by MAPSA
2016	AdminPro Summit 2016, two-day Conference by MAPSA

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2017	Child Sexual Abuse Prevention Foundation Workshop, P.S. the Children
2017	Child Sexual Abuse Prevention Train-the-Trainer Workshop, P.S. the Children
2017	MIM-KAS Women Mentoring Development Programme, MIM
2017	Anchoring a Reputation of Excellence Webinar, Office Dynamics International
2017	Choosing What's Best for You! Webinar, Office Dynamics International
2017	AdminPro Summit 2017, two-day Conference by MAPSA
2018	AdminPro Summit two-day 2018 Conference by MAPSA
2018	Personal & Professional Branding by SWET Image Consulting PJ
2018	Children's Ministry Training, Council of Churches PJ

TRAINING EXPERIENCE

13 Oct 1988	Gunung Mulu Exploration, National Park, Sarawak (Physical endurance)
8 May 1989	Mount Kinabalu Climb, Kinabalu Park, Sabah (Physical endurance)
17 Feb 1995	Mount Kinabalu Climb, Kinabalu Park, Sabah (Physical endurance)
29 Apr 2000	Administration 2000: High Performance, High Potential Tea Talk
28 Apr 2001	Kick Start into the K-World Tea Talk
27 Apr 2002	Module Speaker, The Professional Secretaries' Week Tea Talk
19 May 2003	Executive Convention and Team Building, Core Committee, ACNielsen
24 Apr 2004	The Young Administrative Professionals Tea Talk
22 Apr 2006	The Apprentice...Start 'Rite Tea Talk
18-19 Jun 2014	High Performance Advanced Executive PA Masterclass, AEP KL
19 & 28 May 2015	Business Communication & Professionalism - building trust & confidence organised for Bank Negara Malaysia
8-9 Apr 2015 &	Creating a Lasting Impression, MRS Management, Kuching
22-23 Apr 2015	Creating a Lasting Impression, MRS Management, KL
7-8 Dec 2016	MESAC Speaking Engagement for Comfori Sdn Bhd, KL
17 May 2016	Administrative Excellence; Ordinary to Extraordinary, Stamford Malacca
6-7 Dec 2017	MESAC Speaking Engagement for Comfori Sdn Bhd, KL
7 Mar 2018	BIGIT Paces Conferences, KL
21 Mar 2018	Recipe for Employability Success, Sri Stamford, Kepong KL
10 Mar-19 May 2018	You the Leader Module 1 Facilitator, from C3 College, Australia
14 Jul-15 Sep 2018	You the Leader Module 2 Facilitator, from C3 College, Australia
28-29 Aug 2018	MESAC 2018 "Dedicated to Your Success" for Comfori Sdn Bhd, Penang
2010 - current	Children's Church camp holiday programmes
