

# LIYANA OSMAN

+6017-6664499 (Call, SMS or WhatsApp)

liyanaosman@gmail.com

**FREELANCE ENG<>BM**

**TRANSLATOR, SUBTITLE & COPYWRITER**

## PERSONAL PARTICULARS

Name : Liyana Osman  
Nationality : Malaysian  
Age : 35 years old  
Gender : Female  
Contact no. : +6017-6664499  
E-mail/Skype : [liyanaosman@gmail.com](mailto:liyanaosman@gmail.com)  
Availability : Immediately, Anytime

## SUMMARY

**EXPERIENCED:** 11 years of experience in Corporate Communications - translating various forms of communication such as company and financial reports, press releases, industrial publications, advertisements, sales materials, annual reports, speeches etc.

**DEADLINE DRIVEN:** Have good track record in meeting deadlines, especially with experience working in a deadline driven industry.

**REGULAR SCHEDULE:** Currently working at home on a freelance basis, therefore able to work based on a regular and consistent schedule.

## WORK & RATES

English <> Bahasa Malaysia/Malay

Translation: EURO 0.05 - 0.08 per source word

Proofreading: EURO 0.025-0.05 per source word

## PAYMENT METHOD

Paypal  
Bank or Telegraphic Transfer

## SOFTWARE

Microsoft Word, Exel, PowerPoint  
SDL Trados  
Adobe Acrobat  
Adobe Photoshop  
Adobe Illustrator  
Adobe InDesign

## **EDUCATION**

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Degree in Bachelor of Communication in Advertising and Marketing Communication  
University of Canberra, Australia  
July 2006 – July 2007

Diploma in Advertising  
Institute Advertising Communication Training (IACT), Kuala Lumpur

Diploma in Marketing Communication  
International Advertising Association, New York  
June 2004 – June 2006 (Double Diploma)

## **CERTIFICATION**

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General Translation Course  
Malaysian Institute of Translation & Books

## **SAMPLES & PORTFOLIO**

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Available upon request

## **WORK HISTORY**

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**FREELANCE COPYWRITING AND TRANSLATION**  
January 2013 - present

***Subtitled with iYuno, ADR Media***

Subtitle Translation for English and foreign TV shows, documentaries and films

***Freelance BM Copywriter with People 'N Rich Advertising Agency***

Translation and copywriting for TV commercials, print advertisements, billboards, leaflets, flyers

***Freelance In House Translator***

BM translation for annual reports, financial reports, Policy wording, brochures, forms, contracts and agreements - Standard Chartered Bank, QBE Insurance, Tokio Marine Insurance, AXA Affin Insurance, Herbalife, RHB Bank

**RHB BANKING GROUP**

May 2011 – January 2014

Manager, Corporate Brand Management

**AXA AFFIN GENERAL INSURANCE**

February 2009 – April 2011

Communications Manager

**WALL'S ICE CREAM, UNILEVER**

August 2008 – February 2009

Graduate Trainee, Marketing Department

**NAGA DDB**

July 2007 – August 2008

Brand Management, Executive

CLIENTS: BMW, Panasonic, Johnson & Johnson