

# Wan Asmanizan Wan Ahmad Najib

Senior Editorial Executive | Certified Translator

asmanizan@gmail.com

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## Summary

Always passionate with the development of the higher education especially those focusing in the success of English language studies in Malaysia and its application and the influence it has created to the workforce.

### EVENT MANAGEMENT :-

1. Master of Ceremony (Emcee) for event for MIA International Accountants Conference 2015, 26 Oct 2015, KL Convention Centre
2. Live hosting for Live Streaming through Bernama.com
3. Part of Operation Team for Leadership, Development Tour for State Government of Osun, Nigeria (April 2013)
4. Part of the organising team for 2013 International Agent & Sponsors Conference for The University of Nottingham Malaysia Campus.
5. Head of Usherette for the Official Opening of Sahz-Nottingham Nano Supercapacitor Pilot Plant officiated by Tun Mahathir Mohamad (11 January 2011)

### TRANSLATION/EDITING

1. Currently attached with <http://www.translated.net/> as a freelance translator
2. Freelance Certified Translator
3. A part-time proofreader for International Service Checker for MNCs such as McDonald's, Levi's, Swarovski Crystal (<http://www.internationalservicecheck.com/>)

I have been translating on a freelance basis for <http://www.translated.net/en/> on a regular basis since 2014 for a numerous numbers of documents including official documents like birth certificates and marriage certificate for those who is travelling.

And I am a certified Translator from an established national translation institution ' Institut Terjemahan dan Buku Negara' which you may browse here <http://www.itbm.com.my/> ; in 2003. I have been a Translator ever since.

Currently I am a senior editor in national news agency [www.bernama.com](http://www.bernama.com) writing in two languages (Malay and English). I am highly experienced either with metacat or manual translation.

## TRAIT

Possess a personality for positive, self-reliance, motivated, resourceful, independent, team-player individual.

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## Experience

### **Senior Executive, Media Relations at East Coast Economic Region Development Council**

February 2015 - October 2015 (9 months)

Responsible for overseeing communications to the media, including preparing articles, press kits, press releases, and other content initiatives. Being one of the corporate liaison officers with media representatives and stakeholders.

### **Editorial Executive at Malaysian National News Agency (BERNAMA)**

September 2013 - January 2015 (1 year 5 months)

1. Being the custodian for Bernama Lifestyle and Youth (Bernama Youth) microsite.  
Which also includes other types of social media platforms for Bernama Youth such as Twitter, Instagram, Facebook
2. Client Exclusive writing i.e Newsletter , Event coverage
3. As and when reporting
4. Host for live event

### **Senior Executive at UCSI Blue Ocean Strategy Regional Centre (BOSRC)**

2013 - 2013 (less than a year)

MBA (Blue Ocean Strategy) Administrator, Event Organiser, Coordinating BOS Seminar and Workshop

Marketing for BOS MBA

Produced a marketing video for BOS MBA. (Refer below)

### **International Marketing Officer at University of Nottingham**

May 2012 - December 2012 (8 months)

- General corporate Marketing and Communications activities
- Maintain and updating corporate materials for multiple markets
- Work with web vendors to ensure that additional corporate websites are updated and accurate from time to time
- Proofread content for brochures, prospectus and other printed materials prior to publishing or printing thus to ensure they are following the current company branding.
- Create templates for email replies
- Managing department websites and other marketing webpages via CRM, Hobsons

- General International Marketing tasks such as attending education fairs and conferences
- Managing database that comes either via walk-in, phone or email enquiries.
- Provide course consultation to prospective students and parents
- Organizing agent representative yearly conference
- Assisting in campus-wide event such as Graduation, staff gathering, launching of events

### **Management at Nottingham University Malaysia Campus**

March 2010 - December 2012 (2 years 10 months)

International Marketing Officer, content management for webpages, recruitment for international admission

### **Project Administrator - MYEULINK Project (European Union Outreach & Visibility, Malaysia) at MYEULINK (Service Sector Dialogue & Business Cooperation and EU Outreach & Visibility, Malaysia.)**

March 2010 - April 2012 (2 years 2 months)

#### **ABOUT**

A European Union funded programme; MYEULINK, that links major research universities in Malaysia with counterparts in Europe.

#### **RESPONSIBILITIES:**

- to act as the primary point of contact for Malaysian counterpart.
- Co-ordinating all exchanges between EU and Malaysian Higher Education partners and associates.
- Assist the project Coordinator in planning, organizing and implementing the related work
- Organising High Level seminars and teaching activities in consultation with stakeholders.
- Maintaining content and the development of on-line repositories as well as the seminars output.
- Managing the annual reporting cycle for project deliverables and EU procedures.
- In charge of content and editing for communication via e-bulletin; periodical publication of the project
- Together with the team, create and edit promotional publications, with a view to communicating to the academic community, policy makers and the general public i.e. MYEULINK periodical e-Bulletin
- Maintaining website content for [www.myeulink.org](http://www.myeulink.org)

View MYEULINK Brochure (during tenure) here : <http://jpt.mohe.gov.my/PENGUMUMAN/MYEULINK/myeulinkflyer.pdf>

### **Editorial at Malaysian National News Agency (BERNAMA)**

2007 - 2009 (2 years)

#### **RESPONSIBILITIES:**

- Perform editorial task for raw news
- Translate news, articles, website from Malay to English (vice versa)
- Write caption for photos
- Screen / gatekeep news before uploading to website
- As content editor for [www.bernama.com](http://www.bernama.com)

## **Secretary at Ranhill Berhad**

December 2005 - March 2007 (1 year 4 months)

### **RESPONSIBILITIES:**

- Dealing with higher level of administration and personnel on behalf of the President & CEO
  - Providing secretarial assistance to President / CEO of the company
  - Being the contact point for the CEO floor to the subordinates and clients also the guest of CEO's suite.
  - Prepare traveling requirements to CEO and family
  - Prepare meetings and conferences of CEO and boards of directors
  - Assist in written/spoken communication on behalf of CEO
  - Personal and administrative assistant to President & CEO
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## **Volunteer Experience**

### **Volunteer - Rukun Tetangga at Jabatan Perpaduan Negara**

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## **Organizations**

### **Malaysia Translation Association**

Member

January 2009 to Present

[www.ppm-mta.com](http://www.ppm-mta.com)

### **Translatorscafe.com**

Linguist

September 2009 to Present

<http://asmanizan.translatorscafe.com/>

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## **Certifications**

### **General Translation**

Institut Terjemahan Negara Berhad Malaysia      July 2003

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## **Courses**

### **Institut Terjemahan Negara Berhad Malaysia, Translation Certificate**

Institut Terjemahan & Buku Malaysia

Penataran Bahasa Malaysia

General Translation

### **MARA University of Technology (UiTM), Teaching English as a Second Language**

Faculty of Education,  
Bachelor of Education (Honours) in Teaching English  
as a Second Language (TESL)  
Matriculation - TESL

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### **Senior Executive**

UCSI Blue Ocean Strategy Regional Centre (BOSRC)  
Blue Ocean Strategy - Introduction

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## Languages

<b>English</b>	(Full professional proficiency)
<b>Malay</b>	(Native or bilingual proficiency)
<b>Mandarin</b>	(Elementary proficiency)
<b>Arabic</b>	(Limited working proficiency)

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## Skills & Expertise

**Editing**  
**Higher Education**  
**Proofreading**  
**Event Management**  
**Teaching**  
**Management**  
**Research**  
**Teaching English as a Second Language**  
**Lecturing**  
**Translation**  
**International Education**  
**English**  
**Marketing**  
**TESOL**  
**E-Learning**  
**Language Teaching**  
**English grammar**  
**Web Marketing**  
**Business English**  
**Literature**  
**Project Planning**  
**TEFL**  
**Curriculum Design**  
**Curriculum Development**  
**ESL**

**Web Content**  
**Foreign Languages**  
**Leadership Development**  
**University Teaching**  
**Intercultural Communication**  
**Grammar**  
**English Literature**  
**Singing**  
**Phonetics**  
**English for Specific Purposes**  
**Teaching Adults**  
**International Relations**  
**Online Media Relations**  
**Digital Media**  
**Media Relations**  
**Social Media Communications**  
**Public Relations**  
**Social Media**

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## Education

### **Mara University of Technology**

Bachelor of Education (B.Ed.), Teaching English as a Second or Foreign Language/ESL Language  
Instructor, 2000 - 2019

### **International University Malaya Wales**

Master's Degree, Masters of Art - Professional Communication, 2015 - 2016

### **Faculty of Education,**

MARA University of Technology (UiTM), Teaching English as a Second Language, 2000 - 2009

### **Institut Terjemahan & Buku Malaysia**

Institut Terjemahan Negara Berhad Malaysia, Translation Certificate, 2003 - 2003  
Activities and Societies: Translations - Various type of documents

### **Pusat Persediaan Pendidikan PPP UiTM**

Matriculation in TESL, Teaching English as a Second Language, 1999 - 2000

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## Interests

Literature, reading, traveling

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## Publications

### **uMobile Aims Wider Market Share**

Bernama Youth - <http://youth.bernama.com/v2/>

Authors: Wan Asmanizan Wan Ahmad Najib

Mobile Aims Wider Market Share

By Wan Asmanizan Wan Ahmad Najib

PORT DICKSON, Feb 5 (Bernama) -- U Mobile Sdn Bhd is determined to capture a wider market share, with its new range of prepaid and postpaid products and services, by offering equal benefits to its subscribers.

### **A Decade With The Rakyat**

Institute Integrity Malaysia

Authors: Wan Asmanizan Wan Ahmad Najib

Theme: Ten Years Anniversary

- Forum 'Localising Integrity Agenda' - Joining Hands Across Communities
- National Integrity Plan Should Be Regarded As National Mission – Tun Abdullah
- Integrity Commitment Report 2009-2013 To Be Brought Before Cabinet - Paul Low
- IIM & PIN; Ten Years of Effort and Success

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### Projects

#### **TED Talk - Freelance Subtitle Translator Project**

Members: Wan Asmanizan Wan Ahmad Najib

Involved in a Freelance Subtitle Translator Project for Ted Talk .

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[Contact Wan Asmanizan on LinkedIn](#)