**Farah Liza Jamilus**

***Area of Expertise***

1. Translating

2. Editing

3. Proofreading

***Profile***

 **Certified in translation, editing, and proofreading at** **Institute Terjemahan dan Buku Malaysia (ITBM)** / **Malaysian Institute of Translation & Books**

**Part timer editor for MPWS Proofreading, Bangi, Selangor, Malaysia for translation, editing and proofreading.**

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| 1. Mail: farahl02771@gmail.com

Mobile Number: +60122910644Nationality: Malaysian |

**Summary Skills**

1. Fluent in Bahasa Malaysia (Malay) and English language
2. Translation, editing and proofreading
3. Multitask management
4. Creative problem solving
5. Excellent in communication and skills
6. Able to work under tight deadline and pressure
7. A friendly, reliable to work systematically and independently towards results, and develop persuasive creative copy and translations and for clients.
8. Highly skilled in Microsoft Office Windows, Memoq
9. Keen to learn new skills and other projects

**Personal Details**

Studying DBA (Doctorate Business Administration) at the local University. I have attended ITBM (Institute of Translation & Books Malaysia) and move forward with my interest in translation, editing and proofreading. I have built up my client list working since 2018 and I also work as a part timer for agencies. I follow industry standards for translation, editing and proofreading into my mother tongue Bahasa Malaysia (Malay) to English and English to Malay. Besides the translation courses that I have attended, I gained more experiences in other extra projects.

**Work History**

**Freelance Translator, Editing and Proofreader**

**Work Description**:

1. Translating, editing and proofreading from English to Bahasa Malaysia and vice versa as needed for documents/process/guidelines or company portfolio, as required by clients.
2. Coordinate with the creative team, delivering projects and analysing the requirement of clients.
3. Experience in editing and proofreading research proposals.

**Project Details:**

1. Part time editor, translation and proofreading for **MPWS Rich Proofreading Sdn. Bhd.**
2. **Translating 2000 words** from English to Bahasa Malaysia (Malay) for Tourist Company at Melaka, Malaysia.
3. **Translating, editing and proofreading** academic papers, abstract including questionnaire, Company’s Portfolio or Business Documents, Education, Psychology, Technical (Electrical and Engineering) from English to Bahasa Malaysia and Bahasa Malaysia to English.
4. **Proofreading journals and case study** for the client in Canada.
5. **Proofreading journals (Government P&C) for** **Jabatan Akauntan Negara Malaysia / Accountant General’s Department of Malaysia.**
6. **Translating documents (Government P&C) for** **UNIT PEMODEN TADBIRAN DAN PERANCANGAN PENGURUSAN MALAYSIA/ MALAYSIAN ADMINISTRATIVE MODERNISATION AND MANAGEMENT PLANNING UNIT (MAMPU).**
7. **Company Name: Altel Communications Sdn Bhd. (Under Al Bukhary Group) -Telecommunications**
8. Position Title: Human Resource
9. Work Description: Recruitment and Training
10. **Company Name: Bumi Armada Berhad (Oil and Gas)**
11. Position Title: Human Resource
12. Date Joined: November 5, 2012, to January 2013
13. **Company Name: Merger – Transfer of employment from SunwayMas to Sunway Integrated Properties Sdn. Bhd.**
14. Position Title: Human Capital Development
15. Date Joined: May 2011 (Merger) to October 23, 2012
16. **Company Name: SunwayMas Sdn. Bhd. (Property Developer)**
17. Position Title: Sales and Admin
18. Date Joined: July 2009

**Education**

1. **Level: General Translation Course (Kursus Penterjemahan Am)**
2. **ITBM (Institute Penterjemahan & Buku Malaysia / Malaysian Institute of Translation & Books) – 12-23 March 2018)**
3. **ITBM – Bengkel Penyuntingan Terjemahan / Workshop on Editing of Translation (23-26 April 2018)**
4. **ITBM – Bengkel Pembacaan Pruf / Proofreading Workshop (9-10 July 2018)**
5. **Level: Doctorate Business Administration (DBA)-ongoing process**

 University: University Utara Malaysia (KL Branch), 2014, Malaysia

1. **Level: MBA (General) Graduation Date: 2 Nov 2008**

Field of Study: Business Administration (University Industri Selangor, Shah Alam, Malaysia)

1. **Level: Bachelor’s Degree (Hons) Graduation Date: Feb 2003**

 Field of Study: Combined Subject Program (Human Resource Management and European Studies), University of Derby, Derby, United Kingdom

**Service Rates**

Upon Request