



LIYANA SYAZWANI

ENGLISH - BAHASA MALAYSIA
TRANSLATOR



 012-6596991

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 Empire Damansara, Damansara Perdana

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PROFILE

An optimist and creative professional with solid background in advertorial writing. Seeking opportunity to expand skills and knowledge in copywriting and translation work. Considered inquisitive and expressive.

SKILLS

- Spoken & Written Communication
- Analytical
- Creative Thinking
- Team-player / Work Independently
- Problem-Solving
- Computer Literacy
- Time Management
- Prioritization

EXPERIENCE

ADMINISTRATIVE ASSISTANT

PUMA Group (Malaysia)

Dec 2018 - Jun 2023

- Supported workflow of daily administrative tasks.
- Coordinated with several other departments to supply retail services and works, ensure plan and executive effectively.
- Organized and updated file system, keeping records easily retrievable.
- Processed invoice and purchase order, obtain approval and signatures for all retail functional tasks, jobs and services provided by 3rd party or vendor in Zoho system & Adobe Sign.
- Trained office staff on use of different software programs.
- Liaised with executive and senior administrative assistants to handle requests and queries from managers.
- Act as the point of contact for internal and external clients.

FREELANCE WRITER/TRANSLATOR

Self-employed

Nov 2014 - Nov 2018

- Wrote articles with excellent introductions that captured important elements of products/services.
- Translated content into easily understood and engaging copy.

LANGUAGE

BAHASA MALAYSIA



ENGLISH



BAHASA INDONESIA



EDUCATION

SECONDARY SCHOOL

S.M.K Tengku Ampuan Rahimah,
Klang

DIPLOMA IN ACCOUNTANCY

Universiti Teknologi Mara (UiTM),
Perak

BACHELOR OF APPLIED LANGUAGE STUDIES (HONS.)

(English for Professional
Communication)

Universiti Teknologi Mara (UiTM),
Shah Alam

HOBBIES

- Listening to podcast
- Watching TV series
- Doodling
- Connecting with friends

REFERENCE

Irna Shahnaz
012-6865253
Counsel Brand Protection S.E.A
PUMA Group (Malaysia)

WRITER

Malaysia SME® (Empire Publishing Sdn. Bhd.)

Sept 2012 - Oct 2014

- Managed creative process and daily workflow using productive planning, self-motivation and prioritization.
- Drafted clear copy to explain and interpret product features and technical specification.
- Wrote articles/advertorials with excellent introductions with lead that captured important elements of products/services.
- Translated complex technical content into easily understood and engaging copy.

CONTENT CURATOR

Malaysia SME® (Empire Publishing Sdn. Bhd.)

May 2014 - Oct 2014

- Completed large-scale content projects through successful cross-functional collaboration on scope, roadmaps and deliverables.
- Built, trained and developed team of content writers and site maintenance specialist.
- Connected with international contributors, proofread, edited and curated for GSME News Network website and its social media.
- Attended and covered international SME-related events.
- Planned out Malaysia SME Congress event in 2013 & 2014.

AFFILIATION

Wrote and translated advertorials/articles for:

- Digi
- Chevrolet
- Chartered Institute of Management Accountants (CIMA)
- Malaysia Productivity Corporation (MPC)
- Human Resource Development Fund (HRDF)
- National Key Results Area (NKRA) of Malaysian Anti-Corruption Commission (MACC)
- Maybank, and many more.
- ASTRO