



## Noor Fuzana Yaakub

Editor at ISRA

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Experience 27 years

Education Northumbria University  
BA (Hons), Government and Public Policy (1990)

Nationality Malaysia

## Experience

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Jan 2015 - Present  
(3 years 3 months)

### Editor

ISRA | Kuala Lumpur, Malaysia

#### RESPONSIBILITIES:

As an editor and translator attached to the Research Affairs Department of ISRA, I do the final editing of ISRA Research Papers (English and Malay), ISRA International Journal of Islamic Finance, articles for the iFikr Digest and the Malay translation of the Shariah Standards. In addition to these tasks, I also edit and proofread the web content of iFikr and assist ICSB with their reports, proposals and marketing collaterals.

Jan 1991 - Feb 2014  
(23 years 1 month)

### Senior Editor

Utusan Publications & Distributors Sdn Bhd | Kuala Lumpur, Malaysia

#### RESPONSIBILITIES:

As a senior editor, I commission and manage publishing projects for the company's English language division. My responsibilities include evaluating raw manuscripts, conceptualising its content and visual presentation, editing, proofreading, approving and coordinating prepress production work and preparing a yearly publishing budget.

I also manage the submission of tenders and manage projects awarded by the Ministry of Education and government and private sectors.

#### EXPERIENCES GAINED:

Throughout my 23 years with the company, I honed my skills in the fine art of substantive and technical editing through my involvement in various projects. I coordinated corporate publishing projects on behalf of my company where I was involved in interviewing corporate personalities, researching primary and secondary sources and included as part of the writing team. This is in addition to my role as editor for the books.

My company also encouraged my involvement in book rights negotiations, which contributed significantly to my personal career development in terms of experiencing the art of negotiation, understanding legal documents and assessing the legality of a situation.

On a personal basis, I do copywriting, speech-writing, factual writing, creative writing and content writing for websites. I am also an experienced translator, equally adept in translating English and Malay texts.

#### ACCOMPLISHMENTS:

- Editor of *English Year 3*; English language primary school textbook and activity book for the Ministry of Education Malaysia (2004).
- Editor for *Iban Stories* and *Bidayuh Stories*; winner of the Majlis Buku Kanak-Kanak dan Remaja Malaysia (MBBY) Book Award (2006).
- Coordinating and Copy Editor for *Glossary for Mathematics: Form 4 and Form 5*; students reference book for the Ministry of Education Malaysia (2006).
- Editor for *Adventure on Penang Island*; Honorary Mention, Majlis Buku Kanak-Kanak dan Remaja Malaysia (MBBY) Book Award (2006).

- Coordinating and Copy Editor for *Archives: Exclusive Heritage*; a coffee-table book for the Arkib Negara Malaysia (2008).
- Editor for *Iban Stories*; 2008 Honour List, International Board on Books for Young People (IBBY).
- Editor for *The Curse*; English Literature component textbook for the Ministry of Education Malaysia (2010).
- Editor for *How I Met Myself* (Student Edition: Malaysia); English Literature component textbook for the Ministry of Education Malaysia (2011).
- Editor for *Hikayat: From the Ancient Malay Kingdoms*; shortlisted for the PNM-RTM Book Awards 2013, Adult English Fiction category.
- Editor for *Magic Eyes*; winner of the PNM-RTM Book Awards 2013, Adult English Fiction category.

REASON FOR LEAVING:

I opted to accept a Voluntary Separation Scheme (VSS) offered by the company.

## Education

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1990

### Northumbria University

Bachelor's Degree in Government and Public Policy | United Kingdom

Major

Government & Public Policy

Grade

2nd Class Lower

## Skills

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Advanced  
Intermediate

Editing and Publishing, Writing, Translation (English and Malay), Proofreading  
Speech-writing, Copywriting, Project Management

## Languages

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*Proficiency level: 0 - Poor, 10 - Excellent*

Language	Spoken	Written	Relevant Certificates
English (Primary)	9	9	-
Bahasa Malaysia	9	9	-

SUMMARY OF QUALIFICATIONS:

Editor with 27 years' experience in editing, proofreading, writing, and translation.

- Unique combination of proficiency in speaking and writing in the English and the Malay language.
- Comprehensive knowledge of publishing processes from prepress to publication.
- BA (Hons) in Government and Public Policy from Northumbria University with emphasis on training in research, evaluation of research materials and abstraction of raw materials from primary and secondary sources to produce a thesis as part of an academic exercise.

PERSONAL TRAITS AND ATTITUDE:

- Excellent communication skills
- Qualified and experienced in representing the company to trade fairs such as the Frankfurt Book Fair.
- International living experience; three years as an international student in Newcastle, UK and three years unpaid leave in London, UK.
- Passion for continuous learning and personal growth as proven by my ability in editing Malay language texts in addition to editing English language texts.
- Highly motivated and driven, with strong desire to excel especially in the fluid environment of publishing.