

JEYASUSHMA VEERIAH

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Professional Summary

A personable professional with strong leadership and relationship building skills. I thrive in a high-pressure environment, and adept at working in teams. Out-going and detailed oriented, I am proficient at building and maintaining professional relationships. A quick learner with academic excellence in Translations, Phd in School & Educational Leadership, and Master in Corporate Communication.

Experience

Press Officer

Oct 2017- Nov 2017

British High Commission, Kuala Lumpur

- Acted as the liaison officer during visits by HRH Prince Charles and Duchess Camilla, as required in terms of logistics and media queries.
- Managed the High Commission's public diplomacy programmes in a timely, effective and resource-maximizing manner.
- Arranged press coverage for High Commission, news, events, visits and interviews.
- Drafted and distributed press releases to a range of general and specialist media outlets.
- Wrote the daily press review covering key news stories.
- Ad hoc drafting of media summaries on newsworthy subjects.

Writer / Translator

2014- present

Kuala Lumpur

- Translate written and verbal communications (English to Malay) and (Malay to English)
- Researched and conducted interviews.
- Organized material, determined area of emphasis, and wrote stories according to prescribed editorial style and format standards.
- Evaluated and followed up on news leads and news tips to develop story ideas.

Communications Manager

2013-2016

Minda Jaya Language Centre, Subang Jaya

- Created, organized and delivered, training materials and methodology.
- Proofread and edited syllabus and examination papers for factual information and grammatical correctness.
- Directed the implementation of policies and procedures to various training modules.
- Developed and updated instructional content to meet learning requirements.

Journalist

2000-2013

The New Straits Times Press, Kuala Lumpur

- Reported on a wide range of news and feature articles.
- Researched and conducted interviews with people various background.
- Proofread copies to ensure conformity with accepted rules of grammar, style and format, and accuracy.

*Education***Malaysian Institute of Translation & Books**

2018

*Certificate in Translation***University of Malaya**

2017

*PhD in School & Educational Leadership***University Putra Malaysia**

2006

Master in Corporate Communication

Languages

English (IELTS – 8.0)

Bahasa Malaysia

Tamil

Skills

- Strong written and verbal communications skills.
- In-depth knowledge of research and editorial matters.
- Strategic management.
- Exceptional attention to detail.
- Excellent interpersonal skills.
- Good work ethics.

References

Will be made available upon request.