

To the person in charge,

Dear Sir/Madam,

HERE'S WHAT I CAN DO TO BRING VALUE TO YOUR ORGANISATION

About the above matter, I am writing in seeking employment placement in your organisation. I have been working on data strategies and capacity building initiatives for six years both in private sector and non-profit sector. Over the years, I have gained experiences in project management, organising training/events/workshops/short courses with working professionals in all sectors, i.e. public, private and non-profit, the ground-up approach in research and fundraising. In short, I have exposures in business development, technical writing, costing, fundraising, partnership and customer relationship building. Although the knowledge that I have gained is still a drop in the ocean, I am willing to learn and explore more.

From my work experiences so far, what I can do to bring value to your organisation are as follows:

1. I am relentless in pursuit the completion and success of a task/project
2. I can work in teams and alone
3. I am driven and focus
4. I am a strong advocate of accountability, transparency and diversity both in work and in life

I am keen to join your esteemed organisation as I believed that your organisation provides a great opportunity for me to learn more and acquire more knowledge and skills. As such, I hope you could consider my application. Your kind consideration in this matter is highly appreciated. I look forward to hearing from you as soon as possible. May I take this opportunity to thank you for your valued time.

Yours faithfully,

Hazwany binti Jamaluddin

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Resume

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Education History

1. **Certificate:** Bachelor in Science (HONS) Mathematics with Statistics, **Name of Institution:** Universiti Selangor (UNISEL), **Status:** Graduated (2008-2013)
2. **Certificate:** Foundation Management, **Name of Institution:** Universiti Selangor (UNISEL), **Grade:** PASS (2007)
3. **Certificate:** Sijil Pelajaran Malaysia (SPM) – 2005, **Name of Institution:** Sekolah Sri Inai Senior Kuala Lumpur, **Grade:** PASS (2005)

Working Experiences

1. Freelance Writer, [Small Media Foundation](#) (1st January 2018 - present)
 - a. Freelance Writer at Small Media for Open and Shut publication on Medium. Writings available here: <https://medium.com/@hazwanyj>.
2. Research Associate, [DataViz My](#) (14th August 2017 - present)
 - a. Liaise with the Directors of DataViz My who will coordinate my activities pursuant to the following areas:
 - i. Course, project and event management, including new projects
 - ii. Community building and outreach, including marketing
 - iii. Content curation and strategy, including research and teaching outputs
 - iv. Executive administration, including assisting with operations
3. Support, [Open Heroines](#) (March 2016 - present)
 - a. Together with founding members of Open Heroines, I work collectively with them in supporting the community by:
 - i. Facilitate, participate and engage in discussions within the community
 - ii. Sharing information benefits the community
 - iii. Assisting members in curating Open Heroines newsletter, blog and other types of content
4. Open Data Officer, [Small Media Foundation](#) (20th June 2017 - 31st December 2017)

- a. Review and contribute to documentation of a standardised process for gathering, converting, and uploading data to the Iran Open Data (IOD) website using cKan
 - b. Support the migration of existing datasets from current IOD platform to new cKan instance, ensuring adherence to defined process
 - c. Support the development of a community of stakeholders using Slack and/or other available online tools to discuss and debate Open Data in Closed Societies, and promote the 1-day event in London, encouraging participation from those in your network
 - d. Travel to London, visa permitting, to take part in the event, and present a talk based on your experiences
 - e. Write X blog posts about Open Data and unique challenges faced in the local context specific to your own work and experiences
 - f. Build a community of stakeholders using Slack and/or other available online tools to discuss and debate Open Data in Closed Societies
 - g. Contribute to key findings of event and online discussions in a series of X blog posts
 - h. Promote the use of and awareness of IOD platform among relevant stakeholders and communities
5. Assistant Restaurant Manager, Our Green Century Enterprise (2nd June 2017 - 8th August 2017)
- a. In charge of running the restaurant operations when the manager is not on duty
 - b. Guide employees through their daily routines and interact with customers to make sure that they have a satisfactory experience
 - c. Act as a quality control, ensuring customer satisfaction through training employees properly and adhering to company policy and standard of procedure
 - d. Make sure employees perform a variety of tasks, from preparing the food, stocking supplies, serving, charging people for their food, handling cash, credit cards, and a cash register, cleaning tables and counters, resetting tables, greeting customers and answering questions
 - e. Assist in new menu implementation
 - f. Consistently monitor product and labor costs to remain within goals
 - g. Develop and implement creative solutions to areas of improvement
 - h. Assist in conducting staff and daily pre-shift meetings
 - i. Assist in any areas of the restaurant when staffing constraints require
 - j. Identify employee weaknesses and retrain as necessary
6. Youth4Rights RightsCon 2017 Facilitator, [Youth For Rights](#), (28th March 2017)
- a. Assist Youth For Rights coordinator and RightsCon organisers with preparation of Youth4Rights pre-event
 - b. Prepare updates and blog releases with organisers, Youth4Rights participants and speakers
 - c. Assist RightsCon organisers and Youth For Rights coordinator with programme and schedules planning
 - d. Responsible in facilitating discussions throughout the satellite event

- e. Responsible in creating a safe environment where participants and speakers feel comfortable in sharing knowledge and insights with each other
7. Project consultant, [Sinar Project](#), (1st March 2015 – 1st April 2017)
- a. Provides administrative support for the project, including keeping financial records up to date, processing payments and claims and travel arrangements
 - b. Prepare financial reports as required by donors
 - c. Provide administrative and logistics support for events such as booking venues, quotations, invitations and logistics
 - d. Assist with preparation of project proposals
 - e. Prepare updates and press releases
 - f. Help keep websites, social media channels and other community communications channels up to date with project outputs
 - g. Responsible for the design and implementation of related projects under Sinar and promoting efforts to improve the impact of the organization.
 - h. To ensure that Sinar Project effectively fulfills its core goal by supporting members in the organization in their efforts to cooperate effectively, share their learning experiences and apply the lessons learned.
 - i. Works to effect an enabling environment for the work of Sinar and Sinar's implementing partners, so that their investment in quality and learning is incentivized and encouraged.
 - j. Reports to Coordinator and, in close cooperation with other staffs, supports the work of Sinar Project and relevant Sinar Collaborating Groups.
8. Global Open Data Index Regional Community Coordinator for Southeast Asia, [Open Knowledge International](#), (31st October 2016 – 31st January 2017)
- a. Responsible for helping communities in countries in Southeast Asia region submitting datasets into the Global Open Data Index Survey.
9. Global Open Data Index Regional Community Coordinator Southeast Asia, [Open Knowledge International](#), (15th August 2015 – 30th September 2015)
- a. Responsible for helping communities in countries in Southeast Asia region submitting datasets into the Global Open Data Index Survey.
10. Data Analyst, [Tungsten Network](#), (4th September 2014 – 28th February 2015)
- a. Responsible for delivering data analysis and completed data maps within established SLAs
 - b. Works closely with the Supplier Implementation and Support teams to ensure resulting Supplier/Buyer profiles are accurate and complete
 - c. Create new Supplier maps, using in-house tools, based on provided data samples and specifications
 - d. Update and rework Supplier maps as a result of changes in the Supplier, Buyer, Fiscal or System requirements
 - e. Provide second-line support for customer issues involving Supplier maps
 - f. Specify and document pre-processor requirements & test pre-processors
 - g. Create pre-processors according to specifications provided and to ensure these adhere to current standards
 - h. Ensure correct version control applied and documented to all maps and preprocessors

- i. Create and maintain mapping documentation for communication to other mappers and departments
 - j. Assist Support and Supplier Implementation through the provision of analysis and technical advice regarding Supplier profiles and data
 - k. Report any technical, fiscal or other concerns in a timely manner
11. Floor Supervisor, Teazer Sdn Bhd, (1st June 2013 – 20th November 2013)
12. Industrial Training Student, [International Institute of Public Policy & Management](#), (25th January 2013 – 2nd May 2013)
- a. Enumerator for the Study of Demographic Change and Formation of New Political Culture Youths Malaysia 2013
 - b. Enumerator for the Study of Civil Society Awareness particular Malaysia Youths Against Global Climate Change and Green Technology Use in 2012
 - c. Research assistant for Prof. Madya. Dr. Khadijah Md. Khalid in Pelan Strategik Pengajian Tinggi Nasional

Speaking experiences

2018

- Talk: [“Citizenry Struggles For Empowerment Through Media Literacies. Campaigning And Intervention In And Beyond Southeast Asia”](#) at Project Southeast Asia Symposium
- Talk: [“The journey of learning in data science is a marathon, not a sprint”](#) at Women in Data Science Conference Kuala Lumpur
- Workshop: [“Exploring strategies for public awareness on security data breaches of individuals involving personally identifiable information”](#) at Internet Freedom Festival

2017

- Talk: [“Adapting Civic Tech and Open Data Tools Across Borders”](#) at Open and Shut Conference: Opening Up Data in Closed Societies
- Workshop: [“Access to Rights Online: Digital Gap for Disenfranchised and Marginalized Communities”](#) at Rights Con Brussels

2016

- Talk: [FOI/RTI Strategies at Uncovering Asia: The Second Asian Investigative Journalism Conference](#)

Awards

1. [Asia Pacific Internet Governance \(APIGA\) 2017 Fellow](#)
2. Asia Pacific Internet Governance (APIGA) 2017 Outstanding Performance Award

Projects

1. [Global Open Data Index 2016](#)
2. [Global Open Data Index 2015](#)
3. [Open Spending Data in Constraint Environment](#)

Technical Skills

1. Software programmes
 - a. Jupyter Notebook
 - b. R
 - c. Statistical Package for the Social Sciences (SPSS)
2. Operating system
 - a. Unix
 - b. Linux
3. Tools
 - a. Online reporting tools such as Google Drive, Hackpad Slack and Trello

Featured articles

1. Featured: [Young Malaysian Volunteers Are Taking a Leading Role in Flood Relief Efforts](#)
2. Featured: [Volunteers Needed! Help Flood Victims This Weekend #HangatkanLangat](#)

Written articles

1. Wrote: [Time to care for those who care](#)
2. Co-wrote: [The State of Open Data in Southeast Asia](#)
3. Wrote: [Sinar Project in Malaysia works to open budget data at all levels of government](#)
4. Wrote: [Turning data into action: what we learned from conducting social audits on public housing communities in Malaysia](#)
5. Wrote: [How we, as Open Data community, can improve International Open Data Conference \(IODC\) together?](#)
6. Wrote: [Finding the Right Tools — How We Rebuilt Iran Open Data On CKAN](#)
7. Wrote: [Transitioning from Traditional Journalism to Data Journalism in Cameroon](#)
8. Wrote: [Understanding How Transparency Works For The US Government](#)

Languages

1. Fluently in speaking and writing in ***Malay***
2. Fluently in speaking and writing in ***English***

Reference

Upon request