

Pauline Chan

Content development, copy editing and proofreading services for print and digital media.

Experience:

The Borneo Insider's Guide (Travel & lifestyle magazine)

Editor, copy editor and writer - September 2012 to February 2018

Managed the production of BIG magazine from cover to cover: worked closely with the creative team on design, layout and editorials; wrote content on the Brunei scene and copy edited all content including contributed work from Sabah and Sarawak; edited choice of images and created all the headlines throughout the magazine; worked with the printing company throughout the printing and delivery process.

Our Story. Our Future (Commemorative book for Pusat Ehsan)

Editor and copy editor - 2017

Managed, edited and produced the 150-page book to commemorate the redevelopment project of the Pusat Ehsan Al-Ameerah Al Hajjah Maryam charity organisation for individuals with special needs in 1 month.

SCION (Luxury lifestyle magazine)

Managing editor and writer - April 2013 - July 2015

Managed the production of the magazine from cover to cover: worked closely with the creative team on design, layout and editorials; wrote content covering luxury lifestyle experiences from fashion and travel to automobiles and interviews with celebrities; edited all editorial content, choice of images and created all the headlines throughout the magazine; sourced and coordinated international editorial and photography talents for magazine features; worked with the printing company throughout the printing and delivery process.

Bruneions.com (Online news site)

Writer - July 2010 - August 2012

Created content and sourced images for the website.

Corporate writing

Developed content for marketing materials for HSBC in 2011.

Bureau Veritas Brunei

ISO 9001 Quality Management Systems lead auditor 1997-2014

Voiceover

Radio commercial voice talent on local radio stations RTB and KFM since 2008

Skills

Content creation and copy editing for corporate and marketing materials, books and lifestyle publications and radio advertisements; radio voice talent.

Spoken languages

English, Mandarin, Malay and Cantonese

Education background

BA (Hons) Economics, University of Manchester, UK

Certificate in ISO9001-1995 Quality Management Systems Audit