





Rahmah Manan

 rahmah@heymusafir.com  <https://heymusafir.com> <https://justrahmah.github.io>  (+65) 8236 1526  Indonesian

ABOUT ME

TECHNICAL SKILLS

Office 365

Word, Excel, PowerPoint, MS Team

Adobe Creative Suite

Photoshop, Illustrator, Premiere, Audition, After Effect, In Design, Animate

Camtasia

Adobe Captivate

Web Development

HTML/HTML5, CSS, basic JavaScript, JQuery, Bootstrap, GitHub, CMS (Wordpress)

Google Analytic, Google Workspace & SEO Optimization

Canva, Figma, Photography & Videography

PROFESSIONAL EXPERIENCE

Digital Creator || Green Hills Padang

Padang, West Sumatra

May 2022 - Present

Creating a [company website](#) from scratch;

1. Email, domain, hosting.
2. Social media integration, CRM, google analytic setup
3. Manage & deliver content and write blog posts
4. Social media campaign, marketing brand kits
5. Promotional videos

Content Creator || [EZ Learning YouTube Channel](#)

June 2022 - Present

Creating and editing video content, writing the scripts, and recording voice-overs for the video.

Virtual Assistant

Remote

June 2021 - Present

Managing any task remotely such as data entry, photo editing, video editing (video explainer, titling, motion graphic, etc), social media brand kit, digital illustration, website, and graphics-related projects.

Senior Executive || Alice Lee Centre for Nursing Studies

Singapore

National University of Singapore

March 2020 to March 2021

- Assist in video shooting (camera position, scene take & audio recording).
- Perform video editing which includes compilation and sequencing of the scene take, the addition of on-screen text and user graphic interface, colour correction, visual animation, sound equalizing, and effects.
- Perform addition of interactive and branching question and responses in video or also known as **Sharable Content Objective Reference Model (SCORM)** enrich student's learning experience while viewing the video.
- Website maintenance

Research Assistant || Alice Lee Centre for Nursing Studies

Singapore

National University of Singapore

March 2019 to March 2020

Working in the team with Associate Prof. Liaw Sok Ying's research projects;

- In the creation of interactive video productions (Blended Learning).
- Websites (**CREATIVE & eRAPIDS**) and maintenance.
- Design & develop posters.
- Development of a web-based educational programme.
- Technical Support.

Specialist Associate || Department of Biochemistry

Singapore

National University of Singapore

March 2017 to March 2019

Webmaster, AV System, Create/Edit posters and department newsletter (Biochemistry Buzz), Videos, Photography.

Serving technical support to non-technical, staff, and students in the provision of all microcomputers technical support and services Department.

- **Web & Digital Support**
Organizing Committee Members for the 90th-anniversary celebration

Designer for CSR, Yong Loo Lin School of Medicine. NUS

Mangrove Clean Up awareness campaign, produced the posters & video campaign.

- **Photographer for several department events: SB 7.0, SLING iSL57, Temasek's visit, etc.**

Digital Designer || Musafir Communications

Indonesia

September 2011 to February 2017

Networking and freelancing with various clients included designing and developing UI/UX website digital illustration, video, social media administrator for clients to ideation. Content Writing works;

- Writing travel articles occasionally for different platforms.
- Translate from English to Indonesian & rewriting travel blogs.

Web & Graphic Designer || The gift and paper company

Singapore

April 2011 to August 2011 (short term projects)

- Product mock-up for suppliers
- UI design for company website
- Designing digital catalogue for company's exhibition in Singapore, Jakarta and Kuala Lumpur

Gap Year

January 2010 to February 2011

- A year of traveling within Indonesia, Southeast Asia and Europe
 - Winning a blog competition sponsored by the Nuffic NESO office in Indonesia for a summer course in Utrecht, the Netherlands.
- Nuffic NESO is Netherlands Education Support Office, a non-profit organization officially appointed & funded by the Dutch Ministry of Education.*

Graphic Designer || On Event(); Media

Singapore

December 2008 to November 2009

Working with technical director for developing UI/UX design for websites, logo, print design, web master for Clients' Websites.

Multimedia Designer || Silicon+ Comms

Singapore

April 2008 to November 2008

Transforming a set of rough sketches into a digital illustration, the final product: 6 titles of educational comic for MOE - Ministry of Education Singapore. Website, flash animation and print design.

Designer for Freelance Basis/ Project || Various Companies

January 2008 to April 2008

Working for various companies for Website design, graphic design, short animation and print design.

Multimedia Designer || Bluemango Comms

Singapore

July 2006 to October 2006

Creating company website from scratch with Flash Action Script, video editing.

EDUCATION

Raffles Design Institute || Singapore

Bachelor of Arts in Digital Media (2006-2007)

Raffles Design Institute || Singapore

Diploma in Multimedia (2004-2006)

Universitas Bina Nusantara || Jakarta Indonesia

Bachelor of Science in Computer Science (1998-2003)

CERTIFICATION

[Google Workspace](#)

[Foundation Data Everywhere - Google](#)

[Asked Questions to make Data-Driven Decision - Google](#)

[Prepare Data for Exploration - Google](#)

[Marketing Analytic Foundation - Meta](#)

ACHIEVEMENTS

Winner for 2 Videos at NUSmed Safety Day 2018

Category: Lab & Office Safety Videos

Role: Video Editor, Camera, Directing.

Travel Writing Book titled The Ho[s]tel 2

Publisher; Bentang Pustaka, Indonesia, June 2014

One of the 18 winners who contributed for a travel story in an anthology book.

Winner for Summer Course in Utrecht University, the Netherlands, June 2010

Organized by NESO - Netherland Education Service Office.

A blog competition about Dutch Innovation in Your Opinion

Title: Dutch Designer who created Typeface from E.Coli Bacteria (in Indonesian language)

VOLUNTEER EXPERIENCES

Designer for Corporate Social Responsibility (CSR)

National University of Singapore, Yong Loo Lin School of Medicine

Mar 2017 - Jul 2018

Cause: Environment

I'm in charge of Mangrove Clean Up awareness campaign, produced the posters & Video campaign from scratch to completion and it was a great success as we managed to gather more than hundred kilogram of trash within the time frame of 1 hours as we were against the tide rising.

Web & Digital Support

Organizing Committee Members for the 90th anniversary Biochemistry Celebration

Designing souvenirs, digital invitation, posters, videos and website for the event.

ADDITIONAL INFORMATION

COVID Health Status;

Vaccinated effective from 11 March 2021

COVID-19 PFIZER-BIONTECH (A-COV)

Ministry of Health, Singapore