

JUSTINE WILLIS

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KEY EDITORIAL SKILLS AND EXPERIENCE

- Experience of writing, editing, formatting and proofreading high-quality publications for diverse audiences, paying close attention to sense, grammar, style, accuracy, consistency and layout
 - The capacity to coordinate editorial projects from inception to completion, to deadline and within budget
 - The ability to work effectively with international colleagues and associates, on site and remotely
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CURRENT EMPLOYMENT

Freelance Editor/Proofreader (part-time)

Home-based, Warwick, UK

June 2012 – present

I provide editorial and proofreading services for various organisations/consultancies, with particular experience in:

- editing and proofreading text and design proofs for sense, style, accuracy and consistency
- redrafting/restructuring text to enhance clarity and impact according to the given audience
- editing texts produced by non-native English speakers for grammatical accuracy and fluency
- reworking existing printed material to ensure its relevance in online formats (e.g. web, tablet).

Clients include: Dorling Kindersley Travel Guides, Green Eco-Land, International Labour Office (ILO), United Nations-Indigenous Peoples' Partnership (UNIPP) and (via Solcroft Communications) Health Education England, International Telecommunications Union (ITU), Royal Mail, VSO.

Secretary to Chief Executive (part-time)

Cord, Leamington Spa, UK

April 2013 – present

Cord is an international organisation working to build lasting peace in partnership with people living and working in conflict or post-conflict situations. I am responsible for providing efficient, proactive and responsive administrative, organisational and logistical support to the Chief Executive and the Board of Trustees, as well as supporting recruitment and other aspects of HR management.

PREVIOUS EMPLOYMENT

Senior Reporting Officer

International Committee of the Red Cross (ICRC), Geneva, Switzerland

Dec 2009 – May 2012

Responsibilities included:

- drafting the following documents, in English, to exacting standards, strict word limits and tight deadlines:
 - concise statutory reports (e.g. annual report) for donors (primarily governments) regarding ICRC operations in North and West Africa (<http://www.icrc.org/eng/resources/annual-report/index.jsp>)
 - successful multi-million pound emergency appeals seeking additional funding for rapidly expanded ICRC operations in crisis-hit areas e.g. Cote d'Ivoire, Liberia, Libya, Tunisia
- correspondence/detailed thematic reports to update donors on specific aspects of ICRC activity worldwide
- to do so, continuously gathering, filing, analysing and condensing relevant information from internal and external sources in English and French; identifying key messages for donors
- coaching new starters to produce statutory reports to ICRC standards
- quality control: editing and proofreading colleagues' texts
- liaising with relevant operational departments and external service providers.

Freelance Editor

Dorling Kindersley Travel Guides, London, UK

Jan – Dec 2009

Responsibilities included:

- project managing the production of illustrated travel guides
- editing and proofreading text/design proofs (print/e-books) for sense, style, accuracy and consistency
- collaborating with in-house departments and external contributors
- editing and formatting content using InDesign.

Assistant Secretary-GeneralGLF Global Leadership Foundation, London, UK (www.g-l-f.org)

Mar 2004 – Nov 2008

Chaired by former South African president F.W. de Klerk, GLF is an independent, non-profit NGO offering confidential peer-to-peer advisory services to Heads of Government/State. Responsibilities included:

- **initial set-up of GLF Secretariat** alongside Secretary-General
- **managing the daily operations of the Secretariat**; including line-managing two staff members
- **organising advisory missions**: coordinating discreet talks between GLF and 'client' Heads of Government
- **drafting reports and correspondence**, including on behalf of the Chairman and Secretary General
- supporting the international **fundraising** campaign: donor liaison; proposal and report writing
- **servicing governing bodies**, e.g. coordinating meetings, producing papers (including annual report)
- producing **project budgets, financial reports and annual accounts** in cooperation with accountant
- **event-managing** Annual Meetings, bringing together international political figures and business leaders
- **liaising** with e.g. UN bodies, governments, I/NGOs, senior executives and service providers.

Editorial and administrative contract work

Sydney, Australia

Oct 2002 – Sept 2003

Assistant Editor at The Ink Group; editorial and administrative roles at the New South Wales Board of Studies and New South Wales Department of Education and Training.

Project Editor / Editor

Cadogan Guides, London, UK

Jan 2001 – Oct 2002

Cadogan Guides produces quality travel guides with an emphasis on history, art and architecture. I undertook:

- full editorial responsibility from receipt of manuscript to finished text, to length and within budget
- detailed analysis and structure of content to maximise the impact and accessibility of the text
- collaboration with authors, designers and series editors to devise an effective guide format
- writing of introductory text, cover copy and sales support material in line with marketing aims
- efficient briefing of cartographers, editorial and design assistants, proofreaders, indexers and updaters
- text formatting and page layout using Quark Xpress in line with house style and design objectives.

Editorial Assistant / PA to the Managing Director

Pleasant Company International, London, UK

Nov 1999 – Oct 2000

Pleasant Company (a division of Mattel Inc.) produces historical fiction for children. Responsibilities included:

- copy-editing and proofreading children's illustrated fiction and non-fiction
- office organisation, managing filing systems, processing invoices and dealing with contracts
- liaison with authors, freelancers, internal departments and external service providers
- making arrangements for Book Fairs and foreign travel.

ADDITIONAL EXPERIENCE & TRAINING**Volunteer**, British Red Cross (Staffordshire, Warwickshire & West Midlands)

Oct 2012 – present

English Language Assistant, Lycée/Collège Jean de Prades, Castelsarrasin, France

Oct 1997 – May 1998

GAP project TEFL volunteer, Instituto Estipac, Jalisco, Mexico

Feb – July 1995

Copy-editing Skills Course, Publishing Training Centre, London, UK

May 2000

EDUCATION**BA Joint Honours: English and French****University of Warwick**

First Class with oral distinction

1995 – 1999

A Levels: English (A), French (A), Spanish (A)**Sevenoaks School**, Kent**10 GCSE's**: (8 x Grade A, 2 x Grade B) including English and Maths

1989 – 1994