

Caroline McCausland

Telephone: 075 44595310

Email: mcl.caro@gmail.com

EMPLOYMENT

Freelance editor and page layout designer, 2007–present

- Produced, edited and designed the following for a school in Northern Ireland:
 - A range of printed lesson worksheets and activities for classroom use
 - Invitations and programmes for school functions
 - Five consecutive school yearbooks
- Worked for charity organisations and publication houses in the UK, Ireland and the USA
 - Designed posters and pamphlets for outreach
 - Edited and proofread text of magazine articles and paperback books both onscreen and on hard copy
 - Developed page layout design and typeset several series of adults' and children's books in addition to individual publications
 - Prepared publications in print-ready format for printing

Editorial writer, 2008–2009

- Wrote a monthly editorial for lifestyle magazine *Lifetimes* based in Belfast, Northern Ireland
- Topics covered social issues, family values and women's interests.

Typesetter, 2005–2007

- Bob Jones University Press, South Carolina, USA
- Typeset student textbooks and teacher manuals in the subjects of science and mathematics
- Corrected proofread copies of text onscreen
- Prepared books in print-ready format for printing

Proofreader, 2004–2005

- Bob Jones University Press, South Carolina, USA
- Read galley proofs and marked proofreading corrections on paperback books, CD covers and textbooks on a variety of subjects

Art librarian, 2001–2005

- Bob Jones University Art Department, South Carolina, USA
- Developed and maintained a system of cataloguing publications that made up the university Art library
- Monitored the borrowing of books by students and faculty

KEY SKILLS

- Fluent in speaking Spanish
- Proficient skill in Adobe InDesign
- Working knowledge of Adobe Acrobat, Microsoft Word and PowerPoint
- Touch typing speed of 60 words/min.
- Meticulous and efficient in completing a project with attention to detail

EDUCATION

MEd in English Education, May 2007

- Bob Jones University, USA

BA in History, May 2005

- Bob Jones University, USA
- Minored in Publishing studies, which included training in writing, editing, graphic design and media communications
- Graduated with honours

INTERESTS

- Reading, listening to music, power walking, cross-stitching, researching educational resources