

# CURRICULUM VITAE

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## Profile

I was aged 15 when I chose journalism to be my career. After completing my NCTJ training in 1985, I worked as a journalist on weekly and daily newspapers, including a short spell as a crime reporter in the East End of London. I later joined a media firm's corporate publishing division.

Since 1994 I have run my own home-based business providing editorial services to academic organisations, blue-chip companies, charities, government bodies, PR consultancies, design agencies and publishers of all kinds. Using a combination of journalistic, production and project management skills, I can write single features or edit entire publications to very high standards and within the budget and deadline specified.

During my career, I have worked successfully as both a print and online journalist in many different industries, and across the full media spectrum – mainstream journalism, corporate journalism, B2B, B2C, PR and internal comms. One of my main strengths is the ability to turn complex information into clear, concise and lively copy, always communicating effectively with the target reader or audience. Several publications written and/or edited by me have been commended in the Communicators in Business Awards in recent years.

I can provide images for articles using my picture editing skills or by taking my own photos, and make broadcast-quality recordings for podcasts and sound archives. I frequently travel all over the UK and further afield to meet clients and carry out reporting assignments. My home office – equipped with the latest Macs and broadband – is located in the heart of the country in Northamptonshire, just over an hour by train from central London.

## Key skills and experience

- Research, interview and reporting skills; news and feature writing for newspapers, magazines and websites; SEO writing
- Ghostwriting; copywriting for corporate publications and press releases
- Proofreading, sub-editing and indexing
- Editing books; designing newsletters, magazines, reports, journals and books using Mac-based DTP packages; HTML editing
- In-depth knowledge of digital photography, recording, pre-press and printing
- Print-buying and project management
- Commissioning journalists, designers, photographers, artists and cartoonists
- Briefing, supervising and training staff
- Sourcing translators to produce publications in different languages
- Picture research and directing photoshoots
- Client liaison and day-to-day handling of blue-chip accounts; preparing pitches and identifying revenue-earning opportunities
- Working with advertising, design, PR and corporate communications agencies
- Editorial management skills such as flat planning and drawing up schedules
- Book-keeping, invoicing, managing budgets; implementing quality control systems and procedures for editorial processes

## Key skills and experience (cont.)

### *Proofreading*

I have worked regularly as a proofreader for organisations in both the public and private sectors. For all kinds of publications and online material, clients have relied on me to check that copy is accurate and conforms to house style. I can mark up hard-copy proofs and edit on screen.

### *Research and interviewing*

Research projects include the official histories of organisations such as Perkins, IWM and Nuffield Hospitals. I have interviewed people from all walks of life in all sorts of environments, from teenage gang members on inner-city estates to captains of industry in City boardrooms.

### *Writing and reporting*

Recent assignments include covering a global media summit on climate change, a commission to write six 5,000-word features on the economies and industries of England's regions, and visiting colleges, public schools and prisons as part of a series of educational profiles.

### *Editing*

Besides subbing and rewriting copy, I can offer a comprehensive range of editorial skills such as ghostwriting, abridging texts and commissioning. I have advised clients on the launch of new titles and how to revamp the content, style and tone of voice of established publications and websites.

### *Design and production*

Highlights include redesigning the in-house newspapers of Mercedes-Benz UK Ltd and the Open University, producing 500-page health and safety books, converting CAD drawings into property plans for a housebuilder, and creating a fun parody of *The Sun* (called *The Sud*) for Radio Rentals.

### *Project management*

Often at short notice, I have been approached by organisations to take responsibility of their staff newsletter or customer magazine in the absence of the editor, a "troubleshooting" role which involves working with senior management and advertisers as well as briefing designers and printers.

## Clients past and present (by sector)

Automotive:	<i>Mercedes-Benz • Motorway Tyres • Rover • Toyota</i>
Charities:	<i>British Trust for Conservation Volunteers • Relate • RAPt</i>
Consumer:	<i>Braun Oral-B • Colgate-Palmolive • GlaxoSmithKline • Radio Rentals/Thorn EMI</i>
Education:	<i>Adult Learning Inspectorate • Becta • Ofsted • Open University • InterHigh</i>
Environment:	<i>Institute of Wastes Management • National Farmers' Union • Thames Water</i>
Finance:	<i>Lloyds Banking Group • Inst. of Payroll &amp; Pensions Management • NFU Mutual</i>
Health:	<i>Family Heart Association • IOSH • Nuffield Hospitals</i>
Industry:	<i>HP Bulmer • Kvaerner • Northern Foods • Perkins • RS Components • Siemens</i>
Motorsport:	<i>Lotus F1 • Prodrive</i>
Property:	<i>London Property News • Westbury plc</i>
Publishing:	<i>Blackwell • Boosey &amp; Hawkes • Heinemann • Hodder Education • Macmillan</i>
Transport:	<i>East Midlands Trains • Exel • Kuehne + Nagel • Network Rail • Virgin Trains</i>

## Career history

August 1994 to present	Writer, Editor and Journalist, <i>Self-employed</i>
January 1990 to August 1994	Journalist, News Editor and Editor, <i>Key Communications Ltd</i>
March 1989 to December 1989	Senior Reporter, <i>Newham/Docklands Recorder</i>
November 1987 to January 1989	Senior Reporter, <i>Swindon Evening Advertiser</i>
January 1987 to November 1987	Junior Reporter, <i>Plymouth Star</i>
July 1985 to January 1987	Junior Reporter, <i>Oxford Journal/Banbury Cake</i>

## Higher education

2010 to 2013 – *Foundation Certificate in History, University of Oxford*

British History 1485–1603 • British History 1900–1979 • European History 1815–1914

Approaches to History • The Nobility and Gentry in England 1560–1640

## Tertiary/vocational education

1984 to 1985 – *NCTJ Newspaper Journalism Pre-entry Course, Harlow College, Essex*

NCTJ Certificate: Newspaper Journalism • Shorthand (100wpm) • Law • Public Administration

## Secondary/further education

1976 to 1983 – *Salesian College, Farnborough, Hampshire*

O-levels: English Language • English Literature • French • Latin • Physics • Chemistry • Maths

A-levels: English • French • Economics

## Professional and social memberships

Society for Editors and Proofreaders

Oral History Society

British Association for Local History

Mensa (expired)

## Additional information

Car owner

Holder of full driving licence (I am a registered hospital driver with the Banbury Volunteer Bureau)

Holder of UK passport

## Hobbies and interests

Books, collectables and militaria

History (especially military, transport and social history)

Jaguar cars

Gardening and DIY

Birdwatching

Hill and coastal walking

Sailing