

Ian Kingston

Flat 3, Russell Court, Walsall Road, Sutton Coldfield B74 4NS

Mobile: 07989 714568; **Email:** ian@iankingston.com

Professional experience

Date	Company/Role	Responsibilities
1992–present	Freelance editor, writer and typesetter	Editing, proofreading and indexing of science books and journals Typesetting, including mathematics at all levels Illustrating Technical and educational writing (computer manuals; open learning materials)
1991–92	Technical Writer, BIS Banking Systems	Writing technical and marketing material for banking software Design, layout and writing of in-house magazine
1988–91	Commissioning Editor, B. T. Batsford Ltd	Commissioning chess books for world leader in field
1984–88	Assistant Editor, Oxford University Press	Management of freelances Author liaison Schedule management
1982–84	Editorial Assistant	The Institute of Physics Publishing Division

Education

Date	Institution
1979–1982	University of Bristol (BSc Physics)
1974–1979	Bedford School

Software skills

Function	Software
Typesetting	Adobe InDesign, LaTeX
Illustration	Adobe Photoshop, Illustrator
Web design	HTML, CSS, WordPress
Word processing	MS Word, Open/LibreOffice, Corel WordPerfect

Voluntary work

Date	Organisation/Role	Responsibilities
2009–present	ICP Support webmaster (www.icpsupport.org)	Design, creation and maintenance of website Technical support for other IT Creation of promotional materials
2004–2013	Nottinghamshire Chess Association and West Nottingham Chess Club	Various roles, including county championship organiser, newsletter editor, webmaster, club secretary, team captain and Under 11 county coach