

## REBECCA WOOD

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### Professional Profile

Enthusiastic team player with 12 years' experience in publishing including print, online, books, B2B, scientific/technical and B2C. I have spent 7 years specialising in online publishing and work daily with Content Management Systems. I thrive on challenge and new learning, including old and new software.

Communication is my passion and I have a gift for making sense of complicated ideas and expressing them clearly and simply both verbally and in writing. With authors I have an empathetic and supportive style, and work to bring out their voice. I have experience working with writers for whom English is a second language, and with native English speakers who struggle with dyslexia.

### Key Attributes and Expertise

- Flexible and adaptable
- Excellent trainer
- Solution-based focus
- Creative thinker
- Excellent organisation and decision-making skills
- Strong interpersonal skills
- Good negotiation skills
- Regularly train and mentor new editors
- Developing ongoing relationships with clients, contributors and subject experts
- Interdepartmental communication
- Good under pressure
- Meets deadlines

### Employment History

#### 2013 – to present

##### **Freelance Editor, Proofreader and Author Coach**

I work collaboratively with individuals and publishing houses to develop and edit material for publication. Recent projects include a novel, a guide for overseas students to be published in Africa, commercial material for a software development company and a major project with a publishing house in Damascus to work on several books for publication in the UK including a biography and an interpretation of the Qur'an.

#### 2010 – 2012

##### **Online Content Editor, Chartered Institute of Personnel Development**

Commission and edit the CIPD's online subscription product HR-inform and I commission analysis and opinion from employment lawyers for the *People Management* daily e-newsletter. I manage and commission two subscription-based looseleaf products and I also line manage the Commissioning Assistant. While working for CIPD I have raised the profile of HR-inform with internal stakeholders, closely monitored competitor activity, liaised closely with customers and have developed ongoing relationships with key contributors and influencers.

**Achievements:** Subscriber numbers to HR-inform have increased by 500%, and I have more than doubled the number of model documents (from 350 to 850) to match key competitor offerings. I recruited and maintain relationships with several consultant editors and a bank of employment law experts.

#### 2005 - 2010

##### **Web Editor, Wolters Kluwer UK**

Responsible for editing various Croner-*i* HR websites including Croner-*i* Higher and Further Education, Croner-*i* Police, Croner-*i* NHS Employers, Croner-*i* Care, Croner-*i* Local Government and others. I was involved from the very start of two sites, including setting up taxonomies, repurposing material, uploading content and testing site functionality through to launch and maintenance. I also edited amendment services and newsletters and was responsible for meeting tight schedule deadlines.

**Achievements:** Gained extensive informal experience as a trainer and mentor to new editors and became recognised as a software expert.

## **2003 - 2010**

### **Freelance Editor / Writer**

Developed ongoing relationships with several clients, editing book manuscripts and coaching authors with autobiographies. I edited two scientific books of multiple volumes on carnivorous plants, and edited science news and scientific papers for the Cochrane Library using their specialist software. I also wrote copy for press releases and a website. I worked flexibly with authors offering a bespoke service ranging from review and commentary on a single chapter, to more extensive author coaching over a period of up to 12 months. Subject matter ranged from autobiographies to fantasy and historical fiction.

**Achievements:** Coached and developed an author's autobiography over 12 months. Received repeat business from a major client to edit second scientific book.

## **2004 - 2005**

### **Reporter, Institute of Materials, Minerals and Mining**

Reporter for *Materials World* magazine. I regularly wrote feature articles, news and interviewed scientists and public figures.

**Achievements:** A telephone interview with Baroness Susan Greenfield and a face to face interview with Oliver Heath.

## **2001 - 2002**

### **Assistant Editor, PJB Publications Ltd.**

Assistant editor for *The Regulatory Affairs Journal* and *The Regulatory Affairs Journal (Devices)*. Monthly and quarterly journals for the global pharmaceutical industry.

## **2000 - 2001**

### **Assistant Editor, Agra Europe**

I researched and wrote news, subbed, proofread and produced newsletters in Quark and sent papers out for peer review for two scientific journals and one fortnightly biotechnology newsletter.

## **Education**

2002 to 2003	<u>Imperial College of Science Technology &amp; Medicine</u> , Msc Science Communication
1996 to 2000	<u>University of Warwick</u> , Bsc (Hons.) 2.1 Biochemistry (with year in industry)
1994 to 1996	<u>Richmond College</u> , A levels in Biology (B), Chemistry (B), Maths (B), French Literature (A)

## **Continuing Professional Development**

### **2005 - 2012**

- Management (3 days)
- Coaching and mentoring (2 days with 3 telephone follow-up sessions to embed learning)
- Change management (1 day)
- Dealing with difficult people (2 days)
- Negotiating and influencing (1/2 day)
- I regularly use the following software: Documentum, Webtop, XMetaL, Microsoft Outlook, Word, Excel (I am currently studying online for an Excel certification).

## **Additional Information and Interests**

**Languages:** Beginner Arabic, Intermediate French (in daily use)

**Recognition and Awards:** In 2009 I was approached to host my photography on a fine art website. I won travel photographer of the month on [worldsurface.com](http://worldsurface.com) in 2003, and I was shortlisted 22nd from 2000 entries for global reporter 2003.

**Travel:** I have travelled extensively solo in Africa, Southeast Asia and Australia.

**Interests:** Knitter and enjoy creating my own designs.

**References:** Available on request.

**LinkedIn:** View my public profile on LinkedIn for endorsements of my skills and character from clients, managers and colleagues. <http://www.linkedin.com/pub/rebecca-wood/25/692/8a2>