

BEN MICHAEL COX

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About me

Experienced editor and content creator with over 9 years' experience.

From a technical background in the petroleum industry editing, researching, and authoring articles, to the localization industry editing and creating content for mobile operating systems, apps, websites, user guides, and marketing material. Enjoys creatively finding solutions to challenges through flexibly developing skills, approaches, and workflows. Currently focusing on freelance and remote work for a variety of clients.

Software

Microsoft Office	● ● ● ● ○
Notepad++	● ● ● ○ ○
Adobe Illustrator	● ● ● ○ ○
SDL Trados	● ● ● ● ○

Skills

Substantive edit	● ● ● ● ○
Content creation	● ● ● ○ ○
Adaptability	● ● ● ● ●
Time mgmt.	● ● ● ● ●

Work experience

Freelance Copywriter and Technical Editor, 11.2018 – Present

PPP, Hong Kong

Research and update country profile financial reports for Development Bank of Singapore project, focusing on banking and payment systems. Ensure latest data is accurate and incorporate into reports following strict style and format standards.

Jones Lang LaSalle, Shanghai

Editor of quarterly real estate reports from a global industry leader. Edit and proofread office, residential, and retail real estate reports for cities across China. Includes quick turnaround schedules and industry-specific specialized content.

East China University of Science and Technology, Shanghai

Main editor of film studies textbook written for UK students. Edited and localized over 175,000 words of translated content following an aggressive schedule. Ensured consistency, accuracy, and quality across all batches within timeframe.

CSOFT, Shanghai, 6.2016 – 11.2018

Senior Project Lead, Global Communications Team

DJI: Led 2 editors to edit & create content for user guides, FAQs, and marketing material for consumer drone industry leader. Responsible for workload distribution, QA, style guide & glossary development and correct usage.

ALIBABA: Substantive editing of technical articles on such topics as neural machine translation, search algorithm optimisation, and the augmented reality tech.

HUAWEI: Key member of Linguistic Testing team focusing on transcreating the EMUI mobile operating system, including new apps, features, and updates.

C&C Reservoirs, Beijing, 6.2011 – 12.2015

Petroleum Engineer, Product Development Team

Researched and authored many oil/gas field/reservoir reports for Enhanced Oil Recovery and PETRONAS projects. Analysis of 150 static/dynamic parameters used to write 3000-word summary text. Draft report figures in Adobe Illustrator.

China National Logging Corp., Beijing, 1.2009 – 6.2011

Training Engineer, Geoscience Centre

Proofread technical reports and journal articles on such topics as petroleum geology and wireline logging before publishing. Responsible for monthly data backup from overseas offices in preparation for database upload. Successfully completed 6-week Well Log Analysis Tech. training course.

Education

University of Lancaster, 9.2004 – 7.2007

B.Sc. Physical Geography (2:1)

Modules include: Geographical Information Systems (GIS), Remote Sensing, Arid Zone Geomorphology, Sediment & Ecological Flows, and Coastal Processes.

References

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