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INTRO

A journalist of 30 years' experience, latterly as Chief sub-editor and Production editor, with highly developed skills in copy editing, layout of print pages and design and upkeep of web pages. Experience of both being a member of and leading a team, as well as working quickly and accurately to tight deadlines by prioritising workflow and delegating effectively. Highly literate in English and sensibly numerate, with a wide range of IT skills. Currently working as a freelance.

SKILLS

- ▶ Fast, flexible and accurate all-rounder, able to lay out, copy sub and picture edit under pressure and to tight deadlines, for both print and web.
- ▶ Excellent up-to-date knowledge of Media Law.
- ▶ High level of self-motivation, and methodical, conscientious and precise about use of English and journalistic standards.
- ▶ Loyal: with last employer for 10 years.
- ▶ Extremely versatile, with expert knowledge of InDesign and QuarkXPress, as well as adept at Photoshop, Illustrator, Acrobat Professional and Dreamweaver. Experience of CMS, SEO, HTML and CSS.

CAREER

Newsquest South London

London Road, North Cheam, SM3

1998-2008

Production Editor (Feb-Dec 2008)

- ▶ Hands-on copy-subbing, layout and proof-reading, with emphasis on revise copy editing.
- ▶ Liaising with editors and managers of editorial, production, IT, picture desk, advertising and design teams on the day-to-day production of newspapers and long-term projects such as editorial, advertising and circulation promotions.
- ▶ Implementing new programs and workflows, including major upgrade of CMS production software, setting up new page templates and troubleshooting editorial production problems.
- ▶ Working with page planners to ensure correct editorial/advertising ratio.
- ▶ Liaising with the web team to ensure co-ordinated upload on breaking and running news stories and ensuring cross-promotion between print and web.
- ▶ Dealing with third parties (eg, PR companies, advertisers) on print and online promotions.
- ▶ As part of a team of three, successfully redesigned the Richmond & Twickenham Times series from broad-sheet to compact (tabloid).

Chief sub-editor (Aug 2006-Feb 2008), Deputy chief sub-editor (Aug 2004-Aug 2006), Senior sub-editor (Nov 1998-Aug 2004)

- ▶ Overseeing a staff of 10 laying out and copy-subbing news and feature pages of eight weekly paid-for titles and 12 weekly free papers, all with varying deadlines throughout the week.
- ▶ Major overhaul and maintenance of the Newsquest South London online Style Guide, still in use.
- ▶ Troubleshooting production and IT problems affecting editorial workflow.
- ▶ Uploading of news and features to company websites, with particular attention to breaking and running news stories.
- ▶ Implementing bespoke web-based photo editing and archiving software system.

Square Mile magazine

Hatton Garden, EC1

Editor

- Launched new free weekly general interest magazine aimed at City professionals.
- Generated editorial covering sport and leisure as well as career advice.
- Liaised with clients (mainly employment agencies) over promotions and features.
- Hands-on layout and production both in-house and at print studio.

Nine to Five magazine

Goswell Road, EC1

Editor

- Researching and generating general interest editorial in a free weekly magazine aimed at young men and women working in central London.
- Interviewing film stars, TV personalities and authors and writing articles across a broad spectrum of subjects.
- Reviewing films, theatre exhibition and restaurants.
- Dealing with freelances and commissioning articles on a very tight budget.
- Overseeing all copy editing, layout and production.

New Zealand

- General reporter at the national Sunday News (Auckland) and The Northern Advocate (Whangarei).
- Runner-up Young Reporter of the Year at Qantas Press Awards 1983.

EDUCATION

Auckland Technical Institute

Certificate of Journalism Proficiency.

Takapuna Grammar School, Auckland

University Entrance Bursary A pass in English, Economics, British history and Maths.

OTHER

Keen interest in British and local history.

Hobbies include skiing, blogging, films (particularly those of Alfred Hitchcock), reading and computing.

References available on request.