

EDITOR / PROJECT MANAGER

Magazine series
Trade books
'Interactive' PDFs
Web content (HTML/CSS)

CONTACT

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As an editor, developer and project-manager (trade books, magazine series and 'enhanced' PDFs), I am seeking employment as an editor, possibly utilising online skills gained from my recent work as a self-employed web designer. I'm very comfortable with current technologies, and am also proficient in MS Office, Windows and OS X, having a background in IT. Over the last 18 months, I have project-managed, edited and picture-researched two 160-page books for Barnes & Noble (US), and developed a number of websites, recently including an e-commerce site and a Wordpress blog.

JOB DETAILS

Self-employed editor, and website designer
July 2009 -

- + Edited and project-managed (including picture research and budgets) the successful *Spitfire: life of the legend*, and *B-29 Combat Missions* for Barnes & Noble (US) - 160-page hardback books for B&N's Sterling imprint (US English).
- + Created a number of small-business websites, including in-progress Wordpress and OpenCart (ecommerce) developments. Please see www.crosseye-publishing.co.uk for some examples.
- + Provided ad-hoc training of Windows and general application skills; email/browsing, Word and Excel, etc.
- + Took on a large 'interactive' PDF project at short notice (holiday cover for a designer/editor) for E.ON.
- + Copy wrote a number of articles for *PC123ABC*.
- + Proofread several short children's books.

Special Publications Editor: Which?
Jan 2008 - July 2009 (fixed-term)

- + Developed the Which? 'Instant Download' PDF magazine using JS, popups and buttons to assist reading, navigation and printing. This included focus group testing and external resource liaison, as well as working closely with New Product Development and key stakeholders on rolling out the Which? Digital Store. See www.whichdigitalstore.co.uk.
- + Co-developed a streamlined workflow that saved 40% time when preparing the aforementioned Instant Downloads by linking their format to their partner print versions and correlating copy, images and layout.
- + Developed, project managed, edited (and wrote several) 30+ Which? publications, working closely with Design, Acquisitions, New Product Development and Retention, Research and - less frequently - Which? Legal, Which? Local and Campaigns.
- + Created supplemental magazines for inclusion with Which? Magazine - money, general buying guides and used cars - within extremely tight deadlines and at short notice.
- + Assisted with the 2008 and 2009 Which? Awards presentation material, brand guidelines and related in-house materials.
- + Worked on mainstream Which? Magazine features.
- + Designed a cover for a buyers' guide series, which was selected by Marketing. Laid out several magazines as no Design resource available, and readied some for print.

Senior Editor/Editor: Planet Three Publishing
June 1999 - Jan 2008 (permanent)

- + Developed, tested, edited, commissioned and project/team managed 80 issues of the successful *British Steam Railways* magazine and DVD collection while project/team managing and editing *A Touch of Frost* magazine/DVD collection.

Edited several video interviews for the *Steam* DVDs in Final Cut Pro, created one or two simple 3D diagrams in 3Ds Max.

	<ul style="list-style-type: none"> + Developed a variety of magazine series proposals for focus groups, quant/qual research - and wet testing, from the Thunderbirds to science. + Managed a team of 12 - sub-editors, designers, 3D artists and authors - to produce the Reader's Digest: <i>How everything in the home works</i> (which also includes several of my 3D illustrations). Also managed and edited <i>How to do just about anything in Microsoft Windows</i> and <i>How to do just about anything in Microsoft Excel</i> (I developed and wrote the latter). + Editor, previously Deputy Editor and copy writer for more than 100 issues of <i>At home with your PC</i>. + Copy wrote for <i>1001 computer hints & tips / How to do just about anything on the internet</i>. + Sourced covermount software and wrote for <i>At home with your PC</i>. Created a database/calendar in MS Access to manage workflow. Acted as consultant to the series on planning future issue content.
Assistant: The Packaging Federation and Goldney Services Ltd (part time) 1994 - 1999	<ul style="list-style-type: none"> + Helped prepare lobbying materials for submission to government, assisted with Parliamentary receptions and member meetings (The Packaging Federation). + General office admin and IT support (both companies). Including advanced Word and Excel usage, some Access database creation and general Windows installation and support. + Accounts spreadsheet development (Goldney Services Ltd). + MS Access and Visual Basic courses. + Provided Windows telephone support.
OTHER	
IT support: Citibank June 1989 - December 1990 (contract)	<ul style="list-style-type: none"> + Provided sole in-house IT support (PC and Mac) to the EU heads of departments (Citibank ECSG Brussels - European HQ), including buying, installation and setup of new Finance network, and writing interactive Hypertext manuals for staff. + Senior level assistant to the head of the finance department, which included development of a Lotus 1-2-3 spreadsheet to manage the departmental budget of \$16m, tracking departmental costs, and administrative support for the European heads of departments and their staff.
Session musician	<ul style="list-style-type: none"> + Toured major venues in UK, Australia (appearing to 30,000) and Europe. Live TV and radio work. Wrote music for Sky TV. (Prior to 1989 and between 1990 and 1997.) + Co-wrote, recorded and produced an album as part of a £150,000 record deal.
Leeds College of Music	<ul style="list-style-type: none"> + Three-year Jazz and light music course.
SKILLS/QUALS/HOBBIES	
	<ul style="list-style-type: none"> + Windows; OS X; iOS; Android; Symbian; MS Office (high level user); InDesign; Quark; Photoshop; Fireworks; Dreamweaver. HTML and CSS. Wordpress and OpenCart. Basic knowledge of Adobe Premiere. + Two A levels; 9 O Levels; Grade 8 distinction piano and trombone (taken on subsequent days). Smattering of Spanish (studied a few years ago). + Play keyboards in a funk/soul covers band. www.fullphat5.co.uk.