

Curriculum Vitae

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Background

I am an Oxford history graduate who has worked in publishing since 1996. Prior to my freelance career I worked at every level of editorial, culminating in managerial and directorial posts. I am highly proficient in traditional on-script editing techniques and electronic editing using Microsoft Word, Adobe Acrobat and Quark Express. I have extensive experience in the wider roles of research and development, commissioning, project and budget management.

In 2003 I moved to Norfolk and established my freelance publishing services company. For the past three years I have been writing, editing and project managing titles for a number of major publishing houses. My specialist subjects are general history and military history, but I also have experience of working in many subject areas, in both fiction and non-fiction.

I undertake projects of any size, from simple copy-editing to complete project management, from research and development to the final printed product. I carry out text development and versioning, and identify and commission authors, as well as undertaking writing commissions myself. I provide a complete editorial service for clients, and liaise effectively with in-house departments or external agencies (e.g. picture libraries), to ensure the smooth running of a project.

In-house experience

- 1996–97** Copywriter and Editor, Historical Collections (trading as Past Times), Witney, Oxfordshire
- 1997–99** Development Editor, Secondary History, Heinemann Educational, Oxford
- 1999–2000** Commissioning Editor, Primary Literacy, Heinemann Educational, Oxford (working on Heinemann, Ginn and Rigby imprints)

2000–01 Editorial Manager, Osprey Publishing Ltd, Oxford

2001–03 Editorial Director, Osprey Publishing Ltd, Oxford

Freelance experience

HARCOURT EDUCATION

- Commissioning, editing and project managing the *Pocket Tales* independent reading series.
- Commissioning, editing and project managing the *Lighthouse* reading series.
- Writing two titles for the *Pocket Facts* series (*Unexplained!* and *Tragedy on the Titanic*).
- Writing *Invaders and Settlers* for the Ginn Interactive Literacy Multimedia Reading electronic project (CD-ROM).
- Developing and editing an international language skills project.
- Carrying out research for a number of proposed vocational publishing projects.

OSPREY PUBLISHING LTD

- Co-writing, editing and project managing the general trade title *Rome and Her Enemies* (published October 2005).
- Developing, commissioning, project managing and editing the general trade title *The D-Day Companion* (described by *The Guardian* as 'the definitive work on this subject').
- Editing and project managing several titles in the *Essential Histories* series.
- Research and development of new series concepts.

GROLIER CHILDREN'S PRESS

- Writing two titles for the *America Speaks* series for US schools, grades 5 to 10 (*Women and Children*).

THE STATIONERY OFFICE

- Editing of government manuals and documents.