

Curriculum Vitae

Jessica Cox

Address 160 Roses Rd, Gleniffer, NSW 2454

Mobile 0424 149 033

Email quickfoxediting@gmail.com

Website quickfoxediting.com

Employment statement

I am a copywriter and editor with Masters-level qualifications in Editing and Publishing and 14 years experience in the publishing industry. I am a member of the Australian Institute of Professional Editors. After moving to a property outside Bellingen, I'm looking to work remotely and use the natural surroundings here as inspiration for what I do.

Key skills

- able to write and edit content across a number of platforms, including WordPress, Microsoft Word, PDF, InDesign and social media
- comfortable handling multiple projects at once and working at a fast pace
- friendly and efficient

Employment history

Recent work

My recent freelance work has included clients such as ABC Books, New Holland Publishers and Reader's Digest, as well as private clients and web-based business owners. I'm a contributing writer to *Australian Handyman* magazine.

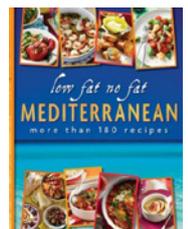
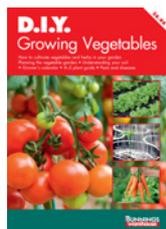
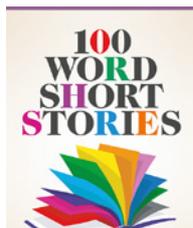
Senior Editor, Reader's Digest Australia (2007–2016)

In this role, I edited titles in the General Books publishing program (subject areas include cooking, health, DIY, stationery and narrative nonfiction). This involved: conceptualising books and creating page plans; writing and structurally editing manuscripts; copyediting and proofreading layouts; maintaining style guides; commissioning authors and consultants; briefing designers and illustrators; and managing budgets and schedules.

I'm comfortable distilling complex concepts into clear and precise language. I've worked closely with marketing and promotions departments to deliver the best copy to sell the books via their eCommerce platform, brochures and catalogues. I wrote articles and recipes for the company's websites, and created then monitored social media posts. I also assisted with picture research and design so I understand the value of visual impact.

Major projects

Key projects include: writing and editing the children's books *Water World* and *Baby Animals*; writing content for and editing the *HealthSmart Diary* over several years; and re-crafting *Brilliant Home Tips and Tricks* from the original German title.



Managing Editor, Weldon Owen Publishing (2006–07)

Weldon Owen was a packager of illustrated reference books for the coedition (foreign-language) market. It had a fast-paced environment producing content for overseas clients. It required a high degree of agility and flexibility to meet tight deadlines.

My responsibilities included project managing titles and teams for complex illustrated books; hands-on writing, fact-checking and editing of titles; managing inhouse staff and freelance contractors; liaising with international clients; and maintaining quality control of titles. I wrote back cover copy and promotional copy (sales sheets and catalogues designed to sell both book concepts and actual books to publishers).

My most significant projects were managing and editing the *Children's Encyclopedia of Animals* for the National Geographic Society, and the children's reference titles *Dinosaurs* and *Space for Insiders*, a series which has sold well over 1.2 million copies.

Senior Editor, Project Editor, Weldon Owen Publishing (2004–06)

In these roles, I handled projects from concept to finished book: managing inhouse staff and freelancers; editing text, copyfitting and proofreading layouts; writing captions; and maintaining quality control at each stage of the production process.

PA to CEO and Publisher, Weldon Owen Publishing (2002–04)

As part of my personal assistant role, I was responsible for creating promotional material for bookfairs, photographic permissions and processing contracts and proposals.

Major Weldon Owen projects



Professional associations

2016–present Member of the Australian Institute of Professional Editors (IPEd), NSW branch

Education

2008 Masters in Editing and Publishing; Macquarie University, Sydney
 Awarded: Vice Chancellor's commendation
 2007 Stanford Professional Publishing Course; Stanford University, CA, USA
 2005–06 Postgrad Diploma in Editing and Publishing; Macquarie University, Sydney
 Electives: literary editing & marketing; Practicum: Elsevier Australia
 1997–2001 Bachelor of Arts in Communications and International Studies; UTS
 Communications majors: cultural studies and public relations
 International studies major: Latin America, Chile 'in-country study' 2000

Training

2008–15 InDesign and Dreamweaver in the Adobe Creative Suite
 ePub: InDesign to ePub publishing
 Priorities and Time Management (with APA)
 2002–07 Adobe Creative Suite (InDesign, Photoshop, Illustrator and Acrobat)
 Microsoft Office Suite (Word, Excel, Powerpoint)
 CTP printing (with Fuji Australia)
 Grammar and proofreading (with APA)

Referees

Lynn Lewis Editorial Director, Reader's Digest Australia
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Jen Taylor former Managing Editor, Weldon Owen Publishing
 current Director, Thinkforest Media
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