



SARAH GILES

writer & editor

SKILLS

- Professional writer, producing original, compelling copy for a variety of audiences
- Extensive editorial experience including copy-editing and proofreading
- Confident in website management, using SEO and multiple social media accounts to drive pageviews and email list growth
- Unflappable in the face of tight deadlines, great at creative thinking and problem-solving
- Skilled at project management, coordinating deadlines and overseeing budgets
- Postgraduate level academic training in the use of language, with an interest in plain English
- High level of computer literacy including MS Office, InDesign, Acrobat, QuarkXpress and PhotoShop

CONTACT

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EDUCATION

MA Language Studies
Lancaster University
1999 - 2000

BA Linguistics and English Language
Bangor University
1996 - 1999

PROFILE

An experienced, enthusiastic writer and editor, equally confident writing fresh, inspiring copy or reshaping others' words. I have nineteen years' editorial experience in both mainstream publishing and the charity sector. I enjoy working with a range of clients to engage and enthuse their readers.

I'm equally happy working as part of a team, leading a team, or working independently to produce clear, concise, inspiring text. I always meet deadlines, have lots of experience of juggling multiple projects, and enjoy finding creative solutions to problems and changes of plan.

PROFESSIONAL TRAINING

- Copy-Editing Skills, Publishing Training Centre
- Proofreading for Editors, Publishing Training Centre
- Digital Proofreading, Publishing Training Centre
- Complete Exciting Treatments, Euroscript
- Making a Drama out of a Crisis, Euroscript
- Digital Storytelling, BBC Academy/University of Birmingham
- Digital Photography, The Open University

CURRENT POSITION

Writer and Editor

AUGUST 2006 - PRESENT

- I write features for a range of consumer magazines, including Adoption Today and Woman Alive.
- I provide freelance editorial services to a variety of publishers, charities, and businesses. I enjoy pitching ideas to suit specific audiences and fine-tuning language to produce the desired effect.
- Recent copywriting work has included international development projects for World Vision, marketing and supporter relations materials for the Woodland Trust.
- Editing and proofreading clients include publishers Hodder & Stoughton, Lion Hudson and Scripture Union, charities Tearfund and Care for the Family, and numerous self-publishing authors.
- I have run a popular website for adoptive parents, using skills in blogging, SEO, brand liaison and social media marketing. The site has been nominated for a BAPS award.



REFERENCES

'Sarah is reliable, professional and a pleasure to work with ... her work is always superbly crafted ... she has an excellent eye for detail, offers insightful suggestions and works consistently to a high standard.'

Ken Punter
Head of Engagement Resources
World Vision

'No matter the task – evocative prose, punchy marketing copy, our annual review – Sarah is quick to grasp the brief, works fast and always files on time. Her writing is engaging and sharp, and she has a knack for getting the tone just right. She is endlessly willing and utterly reliable. A joy to work with.'

Elisabeth Carton
Editor
Woodland Trust

'Sarah writes with verve and fizz. Able to tackle all manner of subjects in a fresh and inquisitive fashion, she brings to a publication a certain quality assurance. If only all writers were as conscientious.'

Hazel Davis
Journalist, Editor, and
Owner, Muse Flash Media

OTHER INTERESTS

- I enjoy both reading and watching crime drama and am a Sherlock Holmes enthusiast.
- I like experimental baking, and make a great chocolate cake!
- I love wildlife and am currently trying to encourage hedgehogs to take up residence in our garden.

WORK HISTORY

Deputy Editor, Kids Alive, The Salvation Army

AUGUST 2004 – JUNE 2006

- Regularly planned and oversaw issues and managed the team in the editor's absence.
- Wrote feature articles, chose cover stories, and collaborated with freelance contributors and PR companies to see an idea through to publication.
- Researched, wrote, edited and proofread articles, cartoon scripts, and competitions.
- Designed pages in QuarkXpress.
- Prepared PDFs for press and liaised with printers.

Assistant Editor, Hodder & Stoughton

SEPTEMBER 2002 – AUGUST 2004

- Worked on a wide range of titles including the Bible and Christian books, self-help and medical titles, biographies and anthologies.
- Managed titles through the production process, ensuring deadlines were met within the schedule.
- Briefed freelance copy-editors and proofreaders and checked their work.
- Put forward book ideas for commissioning and participated in acquisitions discussions.
- Wrote and edited cover copy; compiling picture sections and writing captions.
- Built good relationships with colleagues, freelancers and authors, and negotiated tactfully with authors about changes to their work when necessary.
- Wrote proofreading and copy-editing tests for freelancers and advised colleagues on their selection.
- Contributed to the revision of the division's house style.

Copy Editor, Scripture Union

FEBRUARY 2001 – SEPTEMBER 2002

- Gained experience and formal training in copy-editing, copywriting, proofreading and page design.
- Provided administrative support for senior editors, including issuing contracts, handling copyright permissions, managing receipt of manuscripts, styling text and monitoring schedules.
- Project-managed the UK publication of the Lifebuilders series, which involved anglicising the text, monitoring stock levels and negotiating reprints, and presented titles to the trade at sales conferences.
- Taught English to Hungarian teenagers at an English language camp in Kecskemét, Hungary, in July 2001.