

SUSIE STEVENS PhD

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Education publishing professional | Project management | Substantive and copy editing | Style guide development | Training and development for production staff | Online writing and editing | Website development and maintenance

CAREER STATEMENT

- Over 20 years experience working as a production editor, senior editor and publisher producing publications in print and online that inform, entertain, inspire and that comply with Australian standards as outlined in the *Style manual*
- Achieved excellent results managing large production volumes, meeting tight deadlines and developing quality management systems to manage creative assets, production schedules, copyright and product costing
- Eye for detail – acclaimed substantive editing skills, design knowledge, copy editing skills and proofreading
- Educational resources production management and/or project editing for education publishers including McGraw Hill, Queensland Education, NSW Department of Training and Development, and Career FAQs.

CAREER ACHIEVEMENTS

May 2009 – current

Manager, Bold Type

For the past five years I have been self employed as an editor, proofreader, online writer and web development manager.

Freelance editing and proofreading work includes contracts with: McGraw Hill; IP Australia; Leichardt Municipal Council; Literacy Network Manly Warringah; Suicide Prevention Australia; various academics and university students; website owners and managers.

Online and website work includes converting print materials to online presentation for Engineers Australia, writing and editing SEO content for websites, designing user-friendly websites, managing the development with contracted web and app developers and designers.

Feb 2005 – current

**Career FAQs Pty Ltd, Ultimo, Sydney
PUBLISHER**

Career FAQs Pty Ltd is a niche publishing company focusing on building its presence in the adult non-fiction careers category in print and online markets.

Reporting to the Managing Director, this 2IC role involved developing a substantial list of career books from concept to publication, producing and implementing marketing strategies and initiating traditional and creative sales and distribution channels.

Achievements

- Produced 45 illustrated career books (each approximately 200pp, 180 illustrations) that are informative, entertaining and have received high praise from our target readers
- Attracted contributions from high-profile Australians to inspire our readers including Quentin Bryce, Geoffrey Robertson, Michael Kirby, Julian Burnside, Li Cunxin, Morris

Gleitzman, Soyna Hartnett, Wil Anderson, Akira Isogawa, Jack Thompson, Ian Kiernan, Vanessa Amorosi, Stephanie Alexander, Li Cunxin, Morris Gleitzman, Soyna Hartnett, Bill Granger, Natasha Stott Despoja, Peter Fitzsimons and Bill Leak

- Built partnerships (editorial, sponsorship and advertising) with Australian corporations, industry organisations and government departments including the Property Council of Australia, The College of Law, Federal Attorney General's Department, DFAT, DEEWR, Queensland Transport, and NSW Department of Premier and Cabinet, ICAA and CPA, top tier accounting firms such as KPMG and PwC. Notably, lobbied DEEWR to launch a national schools strategy to deliver universal access and equity for students across Australia
- Managed the design and development of over 1000 webpages of content that has increased readership of Career FAQs content by 350% in 2008
- Managed the conversion of all the career books to an online format for seek.com.au

Apr 1998 – Jan 2005

**NSW Department of Education and Training,
Centre for Learning Innovation, Strathfield
SENIOR EDITOR**

The Centre for Learning Innovation was responsible for developing distance educational resources – student text books, teacher resources and ancillary educational materials.

Reporting to the Assistant Director, the senior editor position included developing editorial and production standards, managing production of specific projects and training and development of production personnel.

Achievements

- Acknowledged as the driver of changes in publishing standards that improved the quality and readability of educational print and electronic publications, most notably writing and producing the in-house *LMP Style Manual 2000*, developing and delivering training programs for writers, editors and production personnel in the publishing unit that improved quality and production times and conducted training and development programs for writers and production staff
- Worked with education advisers and editorial teams to develop publishing templates, master documents and production guidelines that enhanced the teaching and learning objectives of educational resources
- Worked as production editor on many publications – structural and copy editing – and working with teams of graphic designers, desktop publishers, IT specialists, sound technicians and copyright officers
- Created illustrated educational books and electronic publications of excellence for wide demographic readership in subjects including Economics; Business Management; English; Food Technology; Personal Development, Physical Education; Mathematics; Geography and Human Society and Its Environment
- Commissioned authors and edited titles that complement subject-specific books including *Trekking in Nepal*, a travelogue, *Exploring Empire of the Sun*, and *Small Business Startups*, a collection of case studies of new businesses

February 1993 – January 1998

**Education Queensland, Open Learning
Production Centre, Brisbane
PRODUCTION EDITOR**

The Open Learning Production Centre was responsible for developing distance educational learning materials, in particular, illustrated books for students, adult supervisors, home tutors and educators. Reporting to the Editorial Manager, the role involved managing project

development of interrelated books and multimedia products for the distance education market.

Achievements

- Recognised as the leading editor in the centre and recommended to the New South Wales Education Department – resulted in being appointed Senior Editor at the NSW Department of Education and Training educational book production centre
- Responsible for production management, structural and copy editing, generating production schedules and meeting tight deadlines within budget
- Created educational resources including the complete series of Years 11 and 12 *Legal Studies*; three different reading levels of *English* books (Year 10), *Modern History* and *Ancient History* books for Years 11 and 12.

PREVIOUS PUBLISHING-RELATED ROLES

- Freelance communications consultant while undertaking an undergraduate degree in the Faculty of Humanities at Griffith University, Brisbane. A three-month contract with Education Queensland led to my appointment as Production Editor with the department in 1993.
- Various roles at the Queensland Cancer Fund as generalist marketing, events management, public relations capacity that included writing and producing cancer prevention publications for all age groups, monthly magazines, promotional and marketing publications.

EDUCATION

- 2004 Doctor of Philosophy, University of Sydney
- 1997 First-class Honours, BA Humanities, Griffith University, Brisbane
- 1994 Bachelor of Arts – Australian and Comparative Studies, Griffith University

AWARDS AND RECOGNITION

- 1998 PhD Scholarship, Faculty of Arts, University of Sydney
- 1994 Honours Scholarship for Women, Griffith University, Brisbane

TECHNICAL CAPABILITIES

Competent in MS Word – editing and developing Word templates for writers, editors

Highly proficient with InDesign and Photoshop

High-level skills working in WordPress, content management system

Editing in PDF format

ASSOCIATIONS

Sydney University Alumni

NSW Society of Editors

REFEREES

Referee details will be supplied on request