



CURRICULUM VITAE

Melanie Woodward

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WORK

Freelance Editor and Copywriter at [Tide.services](#) (October 2016 to present)

Self-employed freelancer managing own business.

- Editing and proofreading documents for various clients, including in the fields of science, law, finance and social sciences, among others, for sense, style and consistency, and conforming to client's style guides, including US and UK styles.
- Writing copy such as web page content, articles, promotional material, case studies, etc., for various clients on wide-ranging subject areas, from lifestyle to science.

Project Leader (previously Project Editor and Production Assistant) at [Prepress Projects Ltd](#) (January 2013–October 2016)

Publishing services company producing books, reports, journals and magazines for publishers and public sector organisations, specialising in science, medical and humanities publishing.

- Overall responsibility for various clients, acting as their main point of contact.
- Editing, proofreading and project managing the production of books, reports and other publications for a variety of clients.
- Editing in the fields of science, law, finance, health and medicine, and humanities.
- Setting schedules and ensuring quality and turnaround meet or exceed expectations.
- Training and providing feedback to other team members.
- Project management; correspondence with clients, authors, editors, publishers, indexers, etc.
- Editing documents for sense, style and consistency, and conforming to style guides.
- Writing copy such as news releases, promotional material, web pages, etc.

Freelance Content Writer for [Skyword](#) (April 2012–January 2013)

Researching and writing short summary articles and blog posts for Thermo Fisher Scientific – a global provider of scientific instrumentation – about the science done using their products in the proteomics field. Search engine optimisation and keywords were a central part of writing. Articles were published online at www.acceleratingscience.com.

PR Intern at [The Scott Partnership](#) (July 2011 to September 2011)

Writing press releases and articles for clients in the fields of science and technology, as well as liaison with publication editors, the press and the scientific community.

Bar Tender at [Bia Hoi Bar](#), Sheffield (September 2009 to January 2010)

Sales Assistant at [MK One](#), Stockport (September 2007 to September 2008)

EDUCATION

Degree: MBIolSci (First Class Honours) Biology – University of Sheffield (September 2008–July 2012)

Wide-ranging areas of study: behavioural ecology, palaeobiology, genetics, ecosystem ecology, evolution, and ethics, history and philosophy of biology.

Masters project: ‘How does enriching the environment in which zebrafish (*Danio rerio*) are kept affect their behaviour and physiology?’ – 6 months in the lab, 6 months researching and writing. Poster displayed at ASAB/SEB/NC3Rs symposium.

A Levels: Biology (A), Psychology (A) and Art (A) (*AS Levels:* English Literature (A) and Design Technology (B)) – Marple Sixth Form College, Stockport (September 2006–June 2008)

GCSEs: 4 A*s, 5 As and 2 Bs – Marple Hall School, Stockport (September 2001–July 2006)

TRAINING COURSES

Professional Certificate in Management – Open University (October 2015–September 2016)

Writing for the Web – Publishing Scotland (March 2014)

Further Copy-editing – Publishing Scotland (November 2013)

Welcome to Copy-editing – Publishing Scotland (June 2013)

Grammar – Prepress Projects (May 2013)

Wildcards in Word – Prepress Projects (March 2013)

Welcome to Proofreading – Publishing Scotland (February 2013)

JOB-RELATED SKILLS

- Copy-editing and proofreading
- Substantive editing (including of material written by non-native speakers of English)
- Editing to the *EU Interinstitutional Style Guide*
- Writing and rewriting
- Editing and writing scientific and technical documents
- Project management
- Commissioning artwork and picture research
- Some experience in search engine optimisation (SEO) and social media marketing

DIGITAL COMPETENCE

- Excellent command of Microsoft Office (Word, Excel, PowerPoint)
 - editing using tracked changes
 - working with templates and styles
 - advanced search and replace methods using wildcards
- Good knowledge of Adobe Acrobat Pro
- Touch typing: average speed 60 wpm
- Familiar with a variety of reference management tools
- All of the above gained by working as a professional editor and project manager in academic and business publishing, and as a science writer

ADDITIONAL INFORMATION

- Hold full UK driver’s licence: Category B, B1
- Interests include reading (particularly historical fiction), cooking (and reading cookery books), interior design, DIY, embroidery, crafts, drawing, painting and walking

REFERENCES: Can be supplied on request.