

Samantha Lacey

Editor and Proofreader | ELT, Education and Children's Publishing

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Experienced editorial professional with a solid background in content management, copyediting and copywriting. Proven track record in managing editorial project from concept through to publication, with a focus on ELT and children's publishing. Meticulous attention to detail, strong editorial management skills, and the ability to work collaboratively with authors, designers and other stakeholders.

|| SERVICES

Writing ELT materials, editorial management, copyediting, cold proofreading, digital checks, styling MS Word templates, Americanization/Anglicization, compiling wordlists, phonics checking, audio/answer key checks, content mapping, content development.

As well as my ELT clients, I provide regular editorial and writing support to two children's publishers for their wide range of factual/information and YA fiction books.

|| CLIENTS

Oxford University Press, Cambridge University Press & Assessment, Cengage Learning/National Geographic, Pearson, Garnet Education, Helbling English, YoYo Children's Books, York Press, HarperCollins Children's Books, Education Development Trust.

|| PROFESSIONAL MEMBERSHIPS | TRAINING

Chartered Institute for Editing and Proofreading (CIEP): Advanced Professional
Member of Freelance Publishing Professionals: [The right person for the right job | ELT Publishing Professionals](#)

Publishing Training Centre, Copy-Editing by Distance Learning: Merit

Writing ELT Materials (online course by ELT authors, John Hughes and Kath Bilsborough)

|| PUBLISHED BOOKS (SUMMERSDALE PUBLISHERS)

She Believed She Could So She Did (September 2020)

365 Ways to Go Wild (April 2021)

The Art of Simple Living (August 2021)

So Hot Right Now (as Alex Greengate) (May 2023)

|| WORK EXPERIENCE

From March to October 2023, I worked for the CIEP Information Team as a Commissioning Editor.

October 2013 – May 2014: **Production Editor**, Garnet Education (fixed contract)

Copy-editing and proofreading; resource management within the editorial team; outsourcing work to freelance editorial staff; managing the house style guide; producing and tracking production schedules; carrying out final print PDF checks.

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June 2012 – September 2013: **Publications Coordinator**, Education Development Trust

I managed a catalogue of books and resources with a focus on improving the teaching of Modern Foreign Languages. This involved: overseeing the delivery of contracts with distributors; researching and commissioning new titles; managing authors; proofreading manuscripts; issuing contracts; and organising royalty payments.

June 2010 – May 2012: **Proofreader** contracted to Education Development Trust.

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May 2005 – May 2010: **Production Controller and Editor**, Education Development Trust

Working within the Materials and Publishing team, I was responsible for managing the production of any materials required by other areas of the business, from concept through to delivery. This included: scheduling multiple projects; managing department budgets; proofreading materials; and appointing and briefing designers and printers.

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April 2003 – April 2005: **Project Manager and Editor**, Education Development Trust

I was responsible for a large-scale project to produce a case study based Continuing Professional Development (CPD) website for teachers, for which I was also the lead editor. I managed a team of in-house freelance authors and uploaded all material via a content management system.

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July 1998 – March 2003: **Copywriter and Account Manager**, Foreword Communications

At this PR and publishing agency I managed the production of a members' magazine for a large local health spa. I was the client contact, copywriter and editor for this magazine and also wrote copy for a range of other publications.