

Amanda Kay
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Professional profile

- Extensive experience of editing and proofreading promotional materials, newsletters, brochures, reports, catalogues, websites, illustrated publications and academic books
- Proficient in managing projects and planning production schedules
- Computer skills – word processing (Microsoft Word and Open Office), desktop publishing (Pagemaker) and using mail systems (Evolution)
- Interpersonal skills, with experience of liaising with editorial board members, authors, designers and typesetters
- Working knowledge of proof correction symbols: BS 5261-2: 2005
- Qualified to Masters degree level (arts and social sciences)
- Professional training with the Society for Editors and Proofreaders (SfEP), National Extension College, Museums Association and the Publishing Training Centre (PTC)
- Associate of SfEP, Member of the Museums Association

Editorial work experience

2005-date **Freelance copy-editor, proofreader and writer** Copsewood Editorial Services Ltd
Clients include:

- **Out of House Publishing Solutions Ltd (for Cambridge University Press): Proofreader for:**
The Medieval March of Wales (2009)
Renaissance Reform of Medieval Music Theory (2009)
A Philosophy of Cinematic Art (2009)
Suicide: Foucault, History and Truth (2009)
Literature, Language, and the Rise of the Intellectual Disciplines in Britain (2009)
Conversation Analysis: Comparative Perspectives (2009)
The Cambridge Companion to English Medieval Literature 1150-1500 (2009)
Dominicans, Muslims and Jews in the Medieval Crown of Aragon (2009)
The Historical Novel in Europe 1650-1950 (2009)
Shakespeare in Silent Film (2009)
- **Boydell & Brewer Ltd (Tamesis imprint): Copy-editor for:**
Confronting the 'Dirty War' in Argentine Cinema 1983-1993 (2008)
- **Dr Richard Talbot, Co-Artistic Director of Triangle Performing Arts Company: Proofreader for:** 'The clown who lost his memory: multiple faces of the clown in theory and practice' (Roehampton University 2008, unpublished PhD thesis)
- **Association of Inland Navigation Authorities (AINA): Copy-editor for:**
Empowered or hindered (2009)
Number of Boats on the Inland Waterways (2009)
Making Sustainability a Core Value (2008)
Harnessing the Potential for our Waterways (2008)
Planning for Growth (2007)
- **I.B. Tauris:** Proofreader for: *Stagecoach to Tombstone* (2007)

1998-2003 **Publications Officer** Community Education Development Centre, Coventry

Project manager and editor for the following publications:

It's a Man Thing! Evaluation report of CEDC's Fathers and Reading Project (2001)
Bright Sparks: a Study Support Programme (2000)
Branching Out: Schools and Community Regenerators (1999)
Share: an Evaluation of the First Two Years (1999)
Parentaid: School and Community Working Together to Support Parents (1999)
School Governors and Child Protection (1999)

Project manager and editor for the following magazines and newsletters:

Network: the magazine for learning communities (bi-monthly)
CEDC in Action (quarterly)
CEN Times (bi-monthly)
The Shared Learning Newsletter (quarterly)
Schools & Regeneration (quarterly)
Working Together (termly)

Web editor for:

CEDC's main website: www.cedc.org.uk
CEDC's Shared Learning website: www.shareuk.org.uk

1993-1998 **Brochure Production Executive** Page & Moy Ltd, Tour Operators, Leicester
Copy-editor, proofreader and copywriter for the following brochures:

Art, History & Architecture Tours	National Trust Holidays
Opera & Music tours	Holiday Collection
Cruise Collection	Christmas Collection
Oberammergau 2000	Value Tours and City Breaks

Professional training

2009	SfEP	Proofreading problems (one day event)
2006	Museums Association	How to write effective museum text (one day event)
2001-2003	National Extension College	Essential Editing (distance learning course)
1994	Publishing Training Centre	Proofreading for editors (one day event)

Education

1991-1992	University of Leicester	Diploma in Museum Studies	Commendation
1982-1989	University of Salford	MA Arts and Social Sciences	Pass

Thesis: 'Anatomy of a neighbourhood: suburban change in Old Trafford 1860-1905'

1979-1982	University of Salford	BA Joint Hons History with Politics/European Art & Artefacts	Class 2(i)
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Dissertations: 'The impact of Irish immigration into the north-west during the 19th century'
'Art Deco and a conservative Staffordshire tableware industry'

1972-1979	Pensby High School, Wirral	9 O Levels; 3 CSE grade 1; 1 AO Level; 3 A Levels
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