



Helen Kelly, B.A. (Hons) - Curriculum Vitae

PERSONAL PROFILE

Before becoming freelance in 2001, Helen worked in-house in the publishing industry for three years (Editor, William Reed Directories; Production Editor, Nelson Thornes). She has continued to work for Nelson Thornes on a freelance basis, working on a range of titles from its primary and secondary maths and science lists in the capacity of proofreader, copy-editor, project manager and script development editor. However, her experience is not solely in educational publishing. She has also worked on titles concerned with religion (Paternoster Press/Authentic Media, Scripture Union), business (Kogan Page) and linguistics (Continuum). Helen's editorial skills have been honed during her time as an editor through SfEP training courses including 'Brush up your grammar', 'Brush up your copy-editing', 'Efficient copy-editing' and 'On-screen editing'. She is currently undergoing page layout and design training in Adobe InDesign, Illustrator and Photoshop. She is accustomed to meeting challenging schedules and tackles projects with care and diligence.

FREELANCE EXPERIENCE

Nelson Thornes

Proofreading, copy-editing, CD-ROM checking, project management and script development on a broad range of primary and secondary mathematics and science titles, including four-colour, two-colour and mono educational text books, CD-ROMs and loose-leaf resources

Oxford University Press

Copy-editing and project management of teaching resources forming part of the DfES Primary National Numeracy Strategy; copy-editing, page layout and creating artworks for a series of primary mathematics assessment materials

Continuum

Copy-editing academic linguistics books

Scholastic

Copy-editing and proofreading primary mathematics resources

Elsevier

On-screen editing, substantial rewriting and project management

Collins Education

Creating interactive CD-ROM and web resources for teachers and students using PowerPoint

Letts/Granada Media

Copy-editing the re-edition of a series of revision guides

International Baccalaureate Organisation

Proofreading course guides

Paternoster Press/Authentic Media

On-screen editing of many multi-author books on theology and modern religious issues

The Royal Society

Writing and editing conference reports

Kogan Page

Copy-editing business-to-business reports and directories

editorial services
project management
typesetting
design

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IN-HOUSE PUBLISHING EXPERIENCE

2000–2001 Nelson Thornes, Cheltenham – Production Editor

Responsibility for a number of books from Nelson Thornes' secondary maths list, including four-colour, illustrated pupil books, teacher packs and CD-ROMs. Day-to-day tasks included budgeting new projects, booking and briefing freelancers, managing workflow, scheduling, dealing with author queries, putting together specs for designers and typesetters, liaising with typesetters to ensure deadlines were met, processing invoices, proofreading, collating author comments and checking CD-ROMs for content and technical faults.

1999–2000 William Reed Directories, Crawley – Directory Compiler/Editor

Responsibility for gathering data for each title and managing the flow of this information into a database; liaising with typesetter to ensure that page extent, style guidelines and schedules were followed; checking proofs at every stage of production and updating the database with corrections as necessary; quality checking all input and output. The list of titles varied from annual directories to monthly price guides, as well as CD-ROMs, web sites and exhibition catalogues.

EDUCATION, TRAINING AND MEMBERSHIPS

- 2005** On-screen editing, Society for Editors and Proofreaders
- 2003** Accepted as a member of the Society for Editors and Proofreaders
- 2003** Efficient copy-editing, Society for Editors and Proofreaders
- 2003** Brush up your copy-editing, Society for Editors and Proofreaders
- 2002** Brush up your grammar, Society for Editors and Proofreaders
- 1999** Proofreading for editors, The Publishing Training Centre
- 1999** Copy-editing and proofreading correspondence course, Chapterhouse
- 1998** B.A. (Hons) English Language Studies
- 1995** A-Levels: English Language (C), Religious Studies (B), General Studies (D)
GCSEs: Environmental Studies (B), Earth Studies (D)
- 1992** GCSEs: English Language Studies (B), English Literature (B), French (B), Spanish (B), Geography (B), Maths (C), Science (C/C), Music (D)

INTERESTS

Outdoor activities – rowing, walking, camping, skiing, cycling
Cooking, knitting, gardening (allotment holder)
Popular culture – novels, music, movies
Environmental issues – organic/sustainable living, ecology, conservation
Travel