

Kerry Boettcher

www.wordnoodle.co.uk

Profile:

I am a highly motivated, versatile and organised editor and writer with over 20 years' experience in various media sectors including children's, travel, ELT, health and social care, academic humanities and social sciences, and architecture and design. I am passionate about disseminating content through print, visual and digital formats. I work well under pressure, can meet tight deadlines, can balance a heavy workload and have an excellent eye for detail. I have skills in using online workflow systems, Microsoft Office, WordPress and custom-made content management systems.

Work Experience:

Freelance

Project editor/Copy editor/Writer • September 2000 – present

some commissions include:

- writing web content and press releases for Duffy London furniture and product design
- copy editing for Oxford University Press and Bristol University/Policy Press
- copy editing and proofreading for Jessica Kingsley Publishers
- copywriting for Transperfect
- project editing for Rethink Press
- editing and consulting independent authors of fiction and non-fiction works

Apex CoVantage

Editorial coordinator/Project manager • August 2016 – present

Independent contractor managing editorial quality of academic humanities and social sciences titles for Taylor and Francis

World Architecture News Brighton

News editor • February 2015 – July 2015

Writing, editing, generating and researching relevant online news stories in international architecture.

- uploading content to website using CMS
- liaising with PR agencies, architects and freelance writers
- attending awards and press events
- image search and manipulation
- interviewing key figures and award winners
- managing social media
- compiling newsletter

Pavilion Publishing and Media Brighton

Managing editor • June 2009 – December 2014

I managed a team of two editors and three designers. In my first year I increased team productivity from 10 to 40 new print and digital titles per year. I also worked closely with the marketing team to develop new catalogues, blogs, website content, social media and marketing material, and communicate metadata. I have brought in extra revenue from foreign rights sales and copyright licences, have implemented the ebook strategy, and have established the company editorial style guide.

Duties included:

- scheduling workflow, monitoring workload and activity
- commissioning, and assessing new proposals for commercial viability
- issuing contracts
- budgeting and business planning
- setting up and briefing new projects
- copy editing, proofreading, and writing and editing online and offline content and copy
- liaison with authors, designers, editors, typesetters and printers

Editor of magazines, journals, books and training materials • September 2006 – June 2009

Project managed three monthly magazines, four quarterly journals, books and training materials in social care, mental and learning disabilities.

Duties included:

- copy editing, proofreading and writing content and copy
- co-ordinating the correction, receipt and delivery of proofs and manuscripts
- co-ordinating peer review process
- organising and chairing editorial board meetings
- liaison with designers, typesetters and printers

Panorama Holiday Group Brighton

Assistant studio manager • February 2002 – September 2006

Managed a team of two co-ordinators, two photo-co-ordinators in an in-house travel brochure production studio.

Duties included:

- monitoring workload and activity
- editing and overseeing the quality of travel brochures
- liaising with relevant departments, repro houses and printers
- writing and researching content and copy
- copy editing and proofreading

Egmont Fleetway London

Editor – Thomas the Tank Engine and Disney magazines • April 1999 – September 2000

Edited the popular fortnightly Thomas the Tank Engine magazine and oversaw creation of covers and local pages of the UK editions of Egmont's co-publications Winnie The Pooh, Disney and Me, and Disney's Princess.

Duties included:

- Planning content
- Commissioning stories and artwork
- Overseeing design and doing layouts
- Writing content, sub-editing and checking proofs
- Dealing with licensor approvals
- Managing budget

Marvel Comics Tunbridge Wells, Kent

Assistant editor • January 1997-April 1999

Contributed to Art Attack, Thomas the Tank Engine and Sooty magazines.

Duties included:

- Commissioning artwork
- Writing copy
- Overseeing photo shoots
- Sub-editing
- Checking proofs

Yes Educational Centre Eastbourne, East Sussex

Teacher of English as a foreign language • June 1993 – September 1996

Education/Qualifications:

Masters Degree – Modern Comparative Literature The University of Sussex • September 1994

Bachelors Degree – French The University of Connecticut, USA • May 1992

This also included one year at The University of Rouen, France where I achieved The Superior Diploma of French studies for foreign speakers and The Practical Certificate of Business and Economic French of the Chamber of Commerce of Paris.

Professional development courses:

Introduction to Fiction Editing The Chartered Institute of Editing and Proofreading • August 2015

Editing with Word The Chartered Institute of Editing and Proofreading • March 2019

Getting to Grips with Grammar and Punctuation The Chartered Institute of Editing and Proofreading • March 2021

CCE course in Creative Writing The University of Sussex • 2010

BTEC PDC in Graphic Design City College Brighton and Hove • June 2002

RSA CTEFL St. Giles College, Brighton • June 1993

Memberships:

Professional member of the Chartered Institute of Editing and Proofreading

Management committee of QueenSpark Books – charity community publisher

Foreign language skills:

- Fluent ability in speaking, reading and writing **French** and **Spanish**
- Intermediate ability in **German**
- Some knowledge of **Italian**

Interests and hobbies:

- Creative writing – I have written and published my first novel – *Ameritrash*
- Travelling – I am combining my passions for writing and travelling in my travel blog (www.lifeshlittleadventurestravelblog.wordpress.com)
- Reading and cinema
- Music – I play bass guitar in a band – Jetstream Pony