

JO-ANNE BIANCHI

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EDITOR / PROOF-READER / WEBSITE CONTENT DEVELOPER

Editing Projects:

Government
Medical
IT
Academic
Business
Materials
Marketing Collateral
Web Content
Corporate Websites
Articles
Newsletters

Editing Styles:

AMA
Chicago
Turabuan
APA
MLA
CBE
NLM

Writing Projects:

Functional
Non-fiction
Technical
Internet/
Multimedia
Adult-fiction
Children non-fiction

Computer Skills:

MS Word (Expert)
MS Excel
MS Publisher
MS PowerPoint
Pagemaker
Photoshop
Dreamweaver
Internet Explorer
Illustrator
Quark Express
Debian Linux
Windows 95/98
HTML (basic)

Memberships:

Society of Editors-
Victoria
Australian Society of
Technical
Communicators

QUALIFICATIONS PROFILE

Talented, detail-oriented creative professional with distinguished track record for eliminating errors, and rejuvenation/authoring of inspirational content within both print and online material. Superb written communication, interpersonal and presentation competencies with strong eye for design and style, consistently delivering exceptional outcomes that exceeds clients' expectations.

EDUCATION & PROFESSIONAL DEVELOPMENT

Diploma of Professional Writing & Editing (2001) *Box Hill Institute of TAFE*

Advanced Editing of Technical Communications

Onscreen Editing

PROFESSIONAL EXPERIENCE

SMART WORDS, BELGRAVE

2001-Present

Manager

Spearheaded start-up, with ongoing management of this professional writing, editing, proofreading and desktop publishing company, specialising in creation of innovative website content for small business owners.

Projects included:

- Facilitated final redevelopment of *Mind Matters website* for **Curriculum Corporation** through restructuring and revitalising old content, editing and proofreading new material to create a dynamic internet portal for prospective/existing clients. Required speedy assimilation/understanding of mental health education to ensure project completion well within tight deadlines. Created style guide for future reference.
- United disparate views and convinced executive team of required editing support via powerful analysis/benefits presentation; researched and devised tactical editing solutions utilising Adobe Acrobat to circumvent arising alteration restrictions; rewrote, structurally edited and proofread initial phase of an ongoing 900-page editorial project *Guidelines for Design of Hospitals* for **Department of Human Services**.
- Onscreen copy-editing and checking consistency of scientific terms of highly technical, table- and illustration-filled publication titled *Infection Controls Principles for the Management of Construction, Renovation, Repairs and Maintenance within Health Care Facilities* for **Bendigo Health**. Authored style guide and achieved project completion within tight timeframe.
- Performed extensive editing project for *15 Learning Guides* (ranging from 150-300 pages per module) for **Box Hill Institute-Pacific Treefrog Group** involving structural enhancements and copy-editing on hard copy, exceeding client's expectation and completing within two-week timeframe.
- Copy-edited and proofread *Internet Business Applications Development* training manual for **Deakin University, Learning Services**.

- Enhanced **Standarr Ruve** company newsletter and marketing collateral through identification and execution of innovative editorial changes.
- Edited *Department of Human Services Benchmarking* document for **PlanCost Australia**.
- Instrumental team member involved in two-phase *Building Policy* document development project for **Department of Environment & Lands**.
- Taught Editing 1 class at **Box Hill Institute**.
- Consulted, compiled and authored numerous business and marketing plans for small businesses from diverse industries.
- Contributed to, and edited quarterly newsletter for **Chisholm Institute** for two-year period; contributed, edited and desktop published official newsletter for **Business Mums Network**.

CHISHOLM INSTITUTE

Present

Tutor class on computer and internet skills for budding writers, ensuring positive and supportive learning environment to optimise student learning.

PREVIOUS WRITING/EDITING EXPERIENCE

RANGES COMMUNITY HEALTH SERVICES

2001-2002

Edited and desktop published quarterly newsletter; collaborated expertise to ensure newsletter was produced within timeframes and to centre's goals and objectives

- Co-designed professional, easily recognisable and functional template for quarterly service newsletter - enhancing overall profile.
- Instrumental in developing and refining collation and editing newsletter content procedures.

SOCIETY OF EDITORS, VICTORIA

2002

Contributed to, and edited monthly newsletter in absence of regular editor over six-month period. Wrote reports, articles and editorials involving sourcing/seeking permission to utilise material from other publications; gathering staff reports/contributions; interfacing with printers/distributors; collaborating with desktop publisher; creation of advertising material; copyediting content; developing layout; and proofreading final copy.

- Optimised production efficiency and decreased chances of errors in newsletter through implementation of strategic proofreading procedures.

COMPUTERBANK

2001

Full accountability for revitalising, restructuring and systemising various organisational guidelines, procedures and policies to enhance operational efficiency, accountability and ensure OH&S regulatory compliance. Created Linux computer training material.

CHELSEA COMMUNITY INFORMATION SERVICES

2000

Infused creative initiative and design used on website and printed promotional material, which transformed and strengthened centre's overall profile within the community. Structured site navigation; edited content; added and checked linkages; and uploaded files to servers.

PUBLISHED WORKS

Dangers of DIY Business Publications • Article published in *Work from Home Magazine*

Messy Fun • Researched, compiled and desktop published *online E-book*

Berwick Moos • *Chisholm Institute of TAFE Editing 2 class 2001*

Parental Expressions • *Anthology of writings* on the theme of birth & parenting

Silicone Sister • Poem published in *Mod Piece*

Going Organic • Short story published in *Pendulum 2001*