

Jo-Anne Bianchi

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Qualifications	Diploma of Professional Writing and Editing 2000 - 2001 Box Hill Institute of TAFE, Chisholm Institute of TAFE and Holmesglen Institute of TAFE.
Professional Development	I have attended training courses in: ? Advanced Editing of Technical Communications ? Onscreen Editing
Industry Experience	Small business owner I currently run my own business: Edit Words. This company offers professional writing, editing, proofreading and desktop publishing services, specialising in website content creation for small business owners. Chisholm College I am currently teaching Computer skills for writers and Internet skills for writers at Chisholm Institute. 2003 Curriculum Institute This project involved redeveloping, editing and proofreading the Mind Matters website content. 2002 Blackburn Institute Teaching Editing 1 at Blackburn Institute. 2002 RMIT University, Learning Services This freelance project involved copy-editing and proofreading a training manual titled <i>Internet Business Applications Development</i> . 2002 Casey Services This project involved performing a number of editorial changes to the company newsletter and marketing material. 2002 Department of Human Services – Guidelines for Design of Hospitals This was the first phase of an ongoing editorial project requiring extensive rewriting and structural editing and proofreading. 2002 PlanEvolve Australia – Department of Human Services Benchmarking document. 2002 Department of Environment and Lands Services – Building Policy This project involved two phases of development of the document. 2001 Pacific Group – 15 Learning Guides for Box Hill Institute This project involved structural and copy-editing on hard copy.
Published Works and Publications	Dangers of DIY Business Publications – Article published in Work From Home Magazine. Fun Play – Researched, compiled and desktop published, now available online as an E-book. Berwick Baas – Contributed articles, editing and desktop publishing to four

issues of this publication for Chisholm Institute of TAFE Editing2 class 2001.

Parental Thoughts – Contributed, edited and desktop published this an anthology of writings on the theme of birth and parenting.

Silicone Brother – Poem published in Mod Piece.

Be Organic – Short Story published in Pendulum 2001

Professional Memberships

Society of Editors Victoria (assistant meetings organiser and guest newsletter editor)

Australian Society of Technical Communicators

Community Activities

2000 Casey Community Information Services

This project involved assisting the organisation to design a website that they could manage themselves.

2001 Computerstore

This project involved assisting the organisation to create new training policy and procedural documents and update existing documentation.

2001–2002 People Community Health Services

This project involved assisting the organisation with the development of their quarterly newsletter.

2002 Society of Editors

Worked as monthly newsletter editor for the organisation.

Computer Skills

Well developed skills and experience in the following software applications and systems:

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|------------------------|---------------------|
| ? Windows 95 & 98 | ? Microsoft Word |
| ? Microsoft Publisher | ? Microsoft Excel |
| ? Microsoft Powerpoint | ? Internet Explorer |
| ? Pagemaker | ? Illustrator |
| ? Photoshop | ? Quark Express |
| ? Dreamweaver | ? Debian Linux |