

editions of the Elzeviers.

1862 *BURTON Bk. Hunter* 18 He was not a black-letter man... or an Elziverian.

**Em** (em). The name of the letter M. In *Printing*, the square, formerly of the type m; used in typography as the unit for measuring and estimating the amount of printed matter in a line, page, etc. The em of type is the standard.

1864 *Daily Tel.* 3 Oct. [The printers' union] advanced its demands from forty-five... 'ems'. 1888 *Encycl. Brit. s.v. Typography*. The width of

# Paul Stock

## RÉSUMÉ • 2010

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### The overview

Between my work as an editor, researcher, teacher and librarian I have developed a flexible set of skills that allow me to think on my feet, communicate effectively with diverse groups of people, and use my analytical skills to solve complex problems.

I am currently a subeditor working across the ninemsn network, editing copy for 15–20 different websites on any given day and ensuring the home page is error-free.

As a subeditor and publishing editor I have developed strong production and author management skills, and a keen attention to style and detail. My career in librarianship has contributed to the development of advanced research skills across academic disciplines. As a tutor I have developed flexible communication, leadership and mentoring skills. And postgraduate research has taught me how to collect, organise and analyse large volumes of information.

My qualifications include a Bachelor of Arts with First Class Honours, a Graduate Diploma in Information & Library Studies, and certificates of attendance in feature writing and editing.

The hundreds of articles I have written have been published in a wide range of newspapers, books, journals and websites, including *MovieFix* (website), *Cosmopolitan* (website), *Campus Review* (newspaper), *Lawyers Weekly* (newspaper), *National Identities* (journal) and *Australian Quarterly* (journal).

I want to work at the production end of the information business, and the skills detailed in this document provide me with the tools required to maintain your websites, write original copy and edit professional publications for your organisation.

### Employment history

**Subeditor**..... 2008–present  
ninemsn • Sydney

Employed as one of three subeditors working across the ninemsn network, I have demonstrated my editorial flexibility across a range of lifestyle, travel, health, finance and entertainment websites. Even as a small team we edit copy for 15–20 websites on any given day, and ensure that the network's home page is error-free, exceeding our KPI of 99.65 percent accuracy.

Working within the Stargate content management system, in addition to editing a vast range of copy, my responsibilities include checking and approving the ninemsn home page as it is programmed for the following day. This involves correcting minor problems with links, images and HTML, identifying inappropriate content, and liaising with the home page editors and a range of different producers to resolve issues.

The role utilises my strong editorial skills, excellent technical and problem-solving skills, as well as my ability to communicate clearly and professionally.

**Editor, subeditor and publishing editor**.....2005–08  
Reed Elsevier • Sydney

At Reed Elsevier I was employed as a subeditor and editor for LexisNexis Media and as a publishing editor for LexisNexis Butterworths. As a subeditor I worked across five trade magazines, edited *The Australian Corporate Lawyer*, and managed up to a dozen corporations, consumer and tax law publications as a publishing editor.

Between these positions I developed strong skills in editing, project management, author liaison, and the use of different editorial systems. These roles have contributed to the development of my editorial skills, giving me the opportunity to write news stories, write a 1400-word legal humour column for *Lawyers Weekly* for a year, as well as utilise my advanced research and analytical skills.

**Website producer (casual)**..... 1998–2006  
Murdoch University • Perth

As a casual website producer in the School of Media Communication & Culture I was responsible for the development and maintenance of four different course websites over the course of eight years. My duties included the integration of educational materials within templates I designed, and the implementation of editorial and online library enhancements.

**Reference librarian**.....2003–05  
University of New South Wales • Sydney

**Faculty liaison librarian and information literacy specialist**.....2001–03  
Griffith University • Brisbane

**Reference librarian**.....2000–01  
Curtin University of Technology • Perth

**Sessional tutoring positions**..... 1996–2003  
School of Film, Media & Communication, Griffith University, Brisbane (2003) • School of Media Communication & Culture, Murdoch University, Perth (1997–98) • Department of Media Studies, Edith Cowan University, Perth (1997) • Department of Sociology, Central Queensland University, Rockhampton (1996) • Aboriginal Tutorial Assistance Scheme, Rockhampton (1996)

## Workplace achievements

### ninemsn

- Short-listed in 2009 company values awards.
- Maintained home page's error-free status above 99.65 percent KPI rate.
- Achieved high productivity levels as the only full-time subeditor working across Australia's market-leading portal.
- Wrote induction materials for new producers and subeditors where none previously existed.
- Collected data and prepared reports on work sources and productivity, which had not previously been collected or reported.
- Developed home page preview URL form.

### Reed Elsevier

- Successfully managed responsibilities as sole subeditor of five magazines with weekly, fortnightly, monthly and quarterly publishing deadlines.
- Columnist and contributor to *Lawyers Weekly's* legal humour and technology review sections.
- Consolidated and wrote team style manual.
- As a publishing editor, successfully managed up to a dozen loose-leaf publications, bulletins and newsletters with competing publication deadlines.
- Developed new legislation tracking system and cross-referencing techniques.

### University of New South Wales

- Selected as sponsored participant at 2005 Aurora Leadership Institute.
- Developed PURL generator form used to build links to Ex Libris systems.
- Integrated study room booking and circulation systems.
- Developed innovative collection development processes.

### Griffith University

- Co-editor and copyeditor of *Getting Online* booklets.
- Created new documentation style guides.

### Curtin University of Technology

- Identified ways to integrate library systems with other web technologies.
- Developed design templates for library signage.

### Murdoch University

- Integrated library systems into WebCT web-based courses.
- Created essay style guide for cultural studies students.

## Skills and strengths

- Intellectual and technical flexibility.
- Professional writing and editing skills, with demonstrated ability to write and edit news, features, reports, theses, conference papers, promotional materials and support guides.
- Able to manage multiple projects and tasks with competing deadlines.
- Keen attention to style and detail.
- Page layout, web and graphic design skills, and familiarity with InDesign, Photoshop, Dreamweaver and GoLive.
- Experienced working with Stargate, Joomla, Drupal and WebCT content management systems, the flexibility to adapt my skills to others, a working knowledge of HTML and ability to modify CCS, JavaScript and PHP.
- Advanced information technology skills, with the capacity to quickly learn and utilise new software applications.
- Experienced at searching online databases and printed indexes across the humanities, law, social sciences and sciences.
- Strong interpersonal and communication skills—from reference interviews to conference presentations.
- Effective team member, demonstrating awareness of own responsibilities in achieving group objectives.
- Strong negotiation and networking skills, supporting clients and colleagues at all levels of an organisation.
- Flexibility to operate in a wide range of working environments with a diversity of colleagues and clientele.

## Qualifications, professional development and scholarships

Certificate of participation—Learn to Sub • Media, Entertainment & Arts Alliance and Walkley Foundation .....	2007
LexisNexis editorial training program • LexisNexis Butterworths, Reed Elsevier.....	2006
Certificate of participation—Eighth Annual Aurora Leadership Institute • Aurora Foundation.....	2005
Certificate of participation—Foundations of University Learning & Teaching • University of New South Wales .....	2004
Certificate of participation—Magazine Feature Writing • University of Technology, Sydney .....	2004
Certificate of participation—The Practices of Copyediting • Griffith University.....	2002
<b>Graduate Diploma in Information &amp; Library Studies</b> • Curtin University of Technology.....	1999
Australian Postgraduate Award with Stipend .....	1998
Edith Cowan University Postgraduate Research Scholarship.....	1997
<b>Bachelor of Arts with First Class Honours</b> (communication and cultural studies) • Central Queensland University.....	1996
<b>Bachelor of Arts</b> (history and sociology) • Victoria University of Wellington .....	1995

## Referees

PROFESSOR TARA BRABAZON • professor of media at the University of Brighton

STUART FAGG • finance editor at ninemsn

GUY GRIFFIN • contributor to *The Sydney Morning Herald*, *The (Sydney) Magazine* and *Australian Gourmet Traveller*

ANDREW HUNTER • head of news, sport, current affairs and finance at ninemsn

• CONTACT DETAILS SUPPLIED UPON REQUEST •