

Curriculum Vitae

Personal details

Anne Elliott-Day

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Nationality: British

Languages: English

Present position

I have been a freelance copy-editor since 2012. I work mainly with academic texts – journal articles, book titles and, occasionally, theses. My areas of interest/ subject knowledge are politics, political theory, sociology, philosophy, education (adult) and environmental/ sustainability issues.

Education

PhD: 'Constructing Reality: A Critique of Modern Perspectives in Social Theory', University College of Wales, Aberystwyth, 1986

Postgraduate Certificate in the Education of Adults, University of Surrey, 1985

BSc (Econ), Philosophy/Politics, University College of Wales, Aberystwyth, 1980

A Levels: History, Sociology, South Bristol College, 1975, 1977

A Level: English Literature, Backwell School, 1974

O Levels: English Language, English Literature, Maths, History, French, Biology, Religious Education, Sociology, Backwell School, 1972/3

Professional training/continuous professional development

On-screen editing 1 and 2, Society for Editors and Proofreaders, 2015

Copy-editing 2 (Progress), Society for Editors and Proofreaders (online course), 2014

Trade unions and the environment, South Thames College (one day course), 2011

Web design, Thames Valley University (short course), 2005

Photoshop, Kingston Adult Education, 2004

Writing for the web, Introduction to copyright law, National Union of Journalists, 2002–2003

Various IT courses: Publisher, Access, FrontPage, Happy Computers, 1998–1999

Desk editing, West Herts College (short course), 1997

English for journalists, sub-editing, writing for magazines, London College of Printing (short courses), 1995–1996

Employment

Public & Commercial Services Union (PCS), 160 Falcon Road, London SW11 2LN, 2000–2012

Job role: Communications officer (with responsibility for environmental issues).

Main tasks: Co-ordinating the production of publications, editing and proofreading (booklets, reports, guides); updating website; writing articles, briefs and committee papers; promoting and supporting green workplace activities and wider campaigns.

Reason for leaving: I took voluntary early retirement from this post in 2012.

Learning through Life Foundation, 5 Great Suffolk St, London SE1, 1998–2000

Job role: Information & research officer.

Main tasks: Co-ordinating the production of course materials and publications (reports and promotional materials), producing a newsletter, oversight of research and evaluation projects.

Reason for leaving: Merger with PCS union.

National Union of Students, 461 Holloway Rd, London N7 6LJ, 1991–1998

Job role: Research officer (student finance).

Main tasks: Writing reports, briefings and submissions to government, co-ordinating the production of information booklets.

Reason for leaving: To take up post with the Learning through Life Foundation.

Hammersmith & West London College, Barons Court, London W14, 1986–1991

Job role: Lecturer (0.5).

Main tasks: Course leader on programmes for unemployed adults.

Reason for leaving: To take up full-time position at NUS.

London Open College Networks, 1989–1991

Job role: Researcher.

Main tasks: Research projects on barriers to studying while unemployed – conducting interviews, survey design and analysis, secondary research, report writing.

Reason for leaving: Temporary contracts.

Adult Education Institutes (London, Surrey and Hampshire), 1985–1991

Job role: Visiting tutor (philosophy, social studies, study skills).

Main tasks: Teaching.

Reason for leaving: To take up full-time employment.

Department of Employment, Bristol, 1974–1977

Job role: Clerical/executive officer.

Main tasks: Assessing benefit claims, dealing with enquiries.

Reason for leaving: To go to university.

Professional associations

I have been a member of the National Union of Journalists since 2002. I became a professional member of the Society for Editors and Proofreaders (SfEP) in 2014.