

CURRICULUM VITAE – MÁIRE O'DWYER

Highly experienced professional editor and writer specialising in public sector, technical, legal, and academic humanities work. Services also include substantive editing, copywriting and plain language writing.

Former solicitor holding academic qualifications in law and information technology, with industry experience in both fields.

See www.perfectlywrite.eu

Contact 00 353 86 319 1286 or editor@perfectlywrite.eu

ACADEMIC QUALIFICATIONS

Professional Certificate in eLearning Instructional Design, 2020	FlexLabs & Newcastle University
Postgraduate Diploma in Computer Science, Distinction	University College Dublin
Postgraduate Diploma in European Law	University College Dublin
Solicitor's Professional Qualification	Law Society of Ireland
Bachelor of Civil Law	University College Dublin

EDITORIAL EXPERIENCE

EDITORIAL MEMBERSHIPS

- Professional member of the Chartered Institute for Editing and Proofreading (CIEP)
- Professional member of the Association of Freelance Editors, Proofreaders and Indexers (AFEPI)
- Member Plain Language Association International

EDITORIAL SKILLS

- Comprehensive formal editorial training
- Broad advanced educational background
- Excellent attention to detail, meticulous approach
- Intelligent exercise of editorial judgment
- Excellent writing and editing skills
- Comprehensive knowledge of current affairs including European and global affairs
- Solid legal background including academic qualification in European law

EDITORIAL QUALIFICATIONS

Plain English for Editors, 2020	Chartered Institute for Editing and Proofreading
Practical Mark-up of PDFs, 2018	Chartered Institute for Editing and Proofreading
Plain English Business Writing, 2017	Plain English Campaign
Non-fiction Editing, 2016	Publishing Ireland
Editing in Word, 2015	Publishing Training Centre
Advanced Copy-editing, 2015	Publishing Training Centre
Copy-editing 1, 2 & 3, 2014	Chartered Institute for Editing and Proofreading
Basic Proofreading, 2012/13	Publishing Training Centre

EDITORIAL EXPERIENCE

SAMPLE EDITORIAL AND WRITING PROJECTS FOR PUBLIC SECTOR AND BUSINESS CLIENTS

Client	Project	Service provided
<i>Council of Europe, Strasbourg</i>	Various, incl. country reports	Copy-editing, rewriting
<i>Commission for Energy Regulation, Dublin</i>	Research report: <i>Energy Safety Annual Report 2016</i> ¹	Copy-editing
<i>Department of Health, Dublin</i>	Mental health policy 2020: <i>Sharing the Vision</i> ²	Copy-editing
<i>Intuitus Advisory/Endava, Edinburgh & London</i>	Technical due diligence reports	Writing/rewriting, editing, technical quality assurance
<i>Irish Fiscal Advisory Council, Dublin</i>	Biannual research reports: <i>Fiscal Assessment Reports</i> ³	Copy-editing
<i>National University of Ireland, Galway</i>	Undergraduate and postgraduate prospectuses 2022 ⁴	Copywriting

SAMPLE EDITORIAL PROJECTS FOR PUBLISHING CLIENTS

Technology

From GSM to LTE-Advanced Pro and 5G, Martin Sauter, John Wiley & Sons Ltd

SiP - System in Package Design and Simulation, Suny Li, John Wiley & Sons Ltd

Legal

The Cambridge Companion to the Philosophy of Law, Cambridge University Press

Constitutional and Administrative Law, Pearson

Education & humanities

GSCE Computer Science, Educake UK

Caribbean Secondary Education Certificate: Information Technology, Macmillan Education

Studia Hibernica, Issues 42, 43 and 44, Carnegie/Liverpool University Press

TRAINING PROJECT FOR BUSINESS CLIENT

Supplied a five-module training course in writing formal English to the European staff of the client company. Developed modules and delivered inhouse training. Topics covered included grammar, tone, style, nuance, idioms, handling complexity, parallelism and transitions.

¹ <https://www.cru.ie/wp-content/uploads/2018/05/CRU18091-Annual-Safety-Report-2016.pdf>

² <https://www.gov.ie/en/publication/2e46f-sharing-the-vision-a-mental-health-policy-for-everyone/>

³ <https://www.fiscalcouncil.ie/wp-content/uploads/2018/06/IFAC-Fiscal-Assessment-Report-June-2018.pdf>

⁴ <http://www.nuigalway.ie/media/courses/downloads/NUI-Galway-Undergraduate-Prospectus-2022.pdf>

CLIENT LIST SAMPLE

Public sector clients: Council of Europe; Economic and Social Research Institute; Centre for Housing Law, Rights and Policy; Garda Síochána Inspectorate; Health Service Executive; Irish Fiscal Advisory Council; Irish Penal Reform Trust; National University of Ireland Galway

Publishing clients: Cambridge University Press; Carnegie/Liverpool University Press; John Wiley & Sons Ltd;

Business and voluntary sector: FBD Insurance Ireland; Care Alliance Ireland; Intuitus Advisory; Lawrence Life

INFORMATION TECHNOLOGY EXPERIENCE

Following completion of a Postgraduate Diploma in Computer Science I worked in the information technology sector for eight years. I currently provide technical quality assurance services to a UK company working in due diligence in the tech and digital area.

Position: Technical quality assurance contractor with Intuitus/Endava, 2017 to date

- Editing, writing and rewriting reports on technical due diligence reviews. Collaborative work with C-level consultants on highly technical subject matter

Position: Software developer at Ericsson Ireland; skills include:

- *Software development:* coding, drafting technical documents
- *High level of computer skills:* expert user of many applications; ability to learn as required
- *Team leading and mentoring:* planning workflows; reporting to project management; managing communication with collaborating teams and departments

LEGAL EXPERIENCE

On graduation from university I qualified as a solicitor and worked in the legal sector for 8 years.

Position: Solicitor at various legal firms; skills include:

- *Communication skills:* ability to effectively communicate complex concepts both orally and in writing to various audiences
- *Research skills:* ability to source and analyse information with a precise and meticulous approach
- *Drafting and writing skills:* ability to write various types of document with emphasis on accuracy
- *Organisational and time management skills:* ability to manage and prioritise multiple simultaneous tasks

PUBLICATIONS

'Capturing and keeping your audience', 2021, blog of the Association of Freelance Editors, Proofreaders & Indexers of Ireland, <https://www.afepi-ireland.com/blog/capturing-and-keeping-your-audience/>

At the Coalface: A Family Guide to Caring for Older People in Ireland, Orpen Press, 2020⁵

Blog: <https://www.perfectlywrite.eu/blog>

'Cáin Adomnáin 697: the Irish "Geneva Convention"', 2015, *History Ireland*, 23(1), <https://www.historyireland.com/gaelic-ireland/cain-adomnain-697-irish-geneva-convention/>

⁵ <https://orpenpress.com/books/at-the-coalface-a-family-guide-to-caring-for-older-people-in-ireland/>