

Rebs Harris

Bachelor of Engineering; Master of Writing, Editing & Publishing; Accredited Editor

0457 908 224

rebs.rfh@gmail.com

Professional Experience

Communication Consultant / Writer / Editor (freelance)

2012 – present (10 years)

I provide communication strategy and content writing and editing services, including: planning and formulating internal and external communication strategies and campaigns; researching, designing, and producing content; copyediting; fact checking; formatting; proofreading; and structural editing, for academic, corporate, and not-for-profit clients. My work has included editing fiction and non-fiction manuscripts, feature articles, RHD theses, and journal articles, devising communication and marketing strategies, and producing advertising and marketing copy, business proposals, educational materials, manuals, media releases, technical reports, tenders, and website and social media content. Clients include **ACT Government, Arrow Energy, AusAID, Ergon Energy, Corporate Communication International, Department of Health, ERCIM, Glencore, Safety Wise.**

Technical Writer, Oxworks

March 2021 – Current (1 year, 6 months)

I design, write and format technical documentation for Oxworks, who manufacture and sell steel and aluminium fencing products. Documents include internal policies, software instructions, and standard operating procedures across departments including finance, sales, approvals, manufacturing, and logistics. I have also filmed and edited instructional videos for machinery operation.

Instructional Designer, Croomo

July 2016 – December 2018 (2 years, 6 months)

I designed campaign strategies and wrote and edited content for eLearning modules, videos, and supporting materials. I worked collaboratively with team members, including writers, graphic designers, animators, UI/UX designers, digital producers, and external stakeholders. I also led a small team of editing staff in developing and implementing a strategy and procedure for copyediting and proofreading all copy for Croomo and its clients. Clients included **Ok Tedi, Ventia, Siemens, Qube, Transurban,** and the **Department of Transport and Main Roads.**

Editor, Department of Education and Training

April 2014 – July 2016 (2 years, 4 months)

I edited text and multimedia content for independent learning materials (print and digital), which supported the implementation of the Australian Curriculum in Queensland schools. I worked collaboratively with writers, desktop publishers, graphic designers, and other editors, as well as managers and directors, to produce a suite of materials for teachers, tutors, and students.

Management & Coordination Team Consultant, Queensland Literary Awards

July 2012 – September 2014 (2 years, 2 months)

I assisted with the planning and implementation of the QLA's promotional strategy. I wrote and proofread media releases and promotional material, designed entry forms and guidelines, designed and maintained the website, developed marketing and social media strategies, administrated social media and crowd funding accounts, and liaised with stakeholders, authors, and publishers.

Editorial Assistant, *Australian Journal of Communication*

July 2012 – December 2012 (6 months)

I copyedited academic submissions and liaised with submitting authors and the journal editor.

Materials Engineer, Austrak

2006 – 2009 (3 years)

I designed and monitored concrete mix for precast railway sleepers, troubleshoot manufacturing processes, researched alternative materials, and wrote and proofread manuals, reports, and tender documents.

Volunteer Experience

Editorial Consultant, *How Writing Works* by Dr Roslyn Petelin

April – June 2021 (2 months)

I provided editorial support, including proofreading and fact-checking for the manuscript of this book, which was published by Routledge in 2022.

Editor, *Offpress*

May 2013 – November 2015 (2 years, 6 months)

I sourced, proofread, and created content, and assisted with formatting for the monthly newsletter for the Society of Editors (Qld).

Design Consultant, *Celebration of Books*

2012 – 2013 (1 year)

I assisted with the design and maintenance of the website and social media accounts, and wrote and edited promotional material for this Maleny, Queensland-based literary festival.

Education

Institute of Professional Editors

Accredited Editor, 2018

The University of Queensland

Master of Writing, Editing and Publishing, 2013

The University of Queensland

Bachelor of Engineering (Civil), 2005

Provincial Centre for Modern Languages, Hasselt, Belgium

Diploma of Dutch, 1998

Language proficiency

English

Expert native level

Dutch

Basic working level

Japanese

Limited working level

Referee contact details available on request.