**Katja Neumann***PhD, MLitt, BA (Hons)*

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**Personal Profile:**

I am a social media literate and highly motivated graduate with eight years experience in editing and proof-reading, keen to expand my experience in the publishing sector. I have specialist training in hermeneutics (interpretation theory), childcare policy, theology and literature. My portfolio spans creative materials as well as copy-editing dissertations in finance and law. I can adapt to all current academic style guides and do not rely on electronic citation tools.

**Skills Profile**

**Workload management**As a member of the shared resource team, entrusted with a number of additional tasks and stand in responsibilities, I have become a talented multi-tasker with an assured eye for judging and prioritising matters of urgency

**Liaising with management, customers and colleagues**Keeping workload and working processes transparent where appropriate, I care for my team and promote convivial working relations

**Public speaking and presentation skills**My work experience spans a variety of contexts: as tour guide, in hospitality, the customer service industry, nursery and university, where I have engaged with national and international audiences of all ages and interests

**Research, reporting and analysis (qualitative and quantitative)**Through qualitative and quantitative analysis, I can identify trends and developments, as well as consider strategies for a measured response

**Editorial skills (Proofreading, layout, templating, copywriting)**Engaged in creative as well as academic projects, I continue to explore and enhance my knowledge of new technologies and forms of expression

**ICT skills**CRM software and CMS reporting tools, MS Office, Page Plus Publishing Suite, programming experience (Html; Turbo Pascal; Visual Basics)

**Online resources and social media platforms** Wordpress; Tumblr; Facebook; Twitter; Instagram; Boolean searches; specialist databases

**Touch typist (60wpm), programming experience (Html; Turbo Pascal; Visual Basics)**

**Languages**German (native), English (near native), French (reading proficient), Swedish (beginner)

**Portfolio of work**

Marten, Michael and Katja Neumann (eds). *Saints and Cultural Transmission.* Anthropos Institute / Collectanea-Series. Sankt Augustin (Germany): Academia, 2013.

Neumann, Katja. “The Authority of Discipleship: An Approach to Dietrich Bonhoeffer’s Commentary on the Sermon on the Mount”, in ‘Rethinking Discipleship’, ed. Mary H. Schertz, *Vision: a Journal for Church and Theology* (2012) 13(2):58-66; Canadian Mennonite University, Winnipeg, Manitoba ISSN: 1492-7799.

Book review: June O. Leavitt: *The Mystical Life of Franz Kafka: Theosophy, Cabala, and the Modern Spiritual Revival* (OUP, 2012), reviewed in *Literature and Theology* (2014); under process, doi: 10.1093/litthe/fru015.

Book review: Michael P. DeJonge: *Bonhoeffer’s Theological Formation: Berlin, Barth, & Protestant Theology* (OUP, 2012), reviewed in *Literature and Theology* (2013) 27(4):493-495, first published online January 11; doi: 10.1093/litthe/frs062.

Book review: Malcolm Guite: *Faith, Hope and Poetry: Theology and the Poetic Imagination* (Ashgate, 2010), published online, March 30th 2012 in *Literature and Theology* (2012) 26(3):351-353; doi: 10.1093/litthe/frs003.

18/08/2014 “Gender and Career Progression in Theology and Religious Studies” blog post; http://criticalreligion.org/2014/08/18/gender-and-career-progression-in-theology-and-religious-studies/.

05/11/2013 “Remembrance: ‘The battles we remember’” blog post; <http://criticalreligion.org/2013/11/05/remembrance-the-battles-we-remember/>.

12/02/2013 “Approaching contemporary Christian faith in the Western academy” blog post; <http://criticalreligion.org/2013/02/12/approaching-contemporary-christian-faith-in-the-western-academy/>.

21/03/2011 “Praying for Japan” blog post; <http://criticalreligion.org/2011/03/21/praying-for-japan/>.

Conference proceedings:”Bibel und Literatur”, 08-10/07/2010, Berlin; <http://www.zfl-berlin.org/veranstaltungen-detail/items/bibel-und-literatur-methodische-zugaenge-und-theoretische-perspe.html>.

Copy-editing: Young, Eleanor: *Logie – the First 1000 Years* (LogieOGG, 2016); <http://www.logieogg.com/newspage.html>

Formatting: Logie Kirk Parish Profile (Logie Kirk Session, 2017); <https://www.logiekirk.co.uk/skin/images/publications/Logie%20Kirk%20Parish%20Profile%20June%20%202017.compressed.pdf>

Formatting: Promotional material for Stirling and District Women’s Aid (Leaflet, 2017)

**Employment history**

**Freelance editor and proof-reader since December 2014**Self-employed

* Copy-editing and proof-reading in German and English; With an interdisciplinary range (Social Sciences, Humanities and Law) and a broad vocabulary, I have had the opportunity to work with all kinds of literary, academic and technical texts.
* Translations: German – English, English – German (literary and technical)
* Achievements: Co-edited *Saints and Cultural Transmission* (Sankt Augustin, 2013)

I work in long-standing cooperation with CELCIS (Glasgow), and have copy-edited *Logie – the First 1000 Years*, by Eleanor Young (2016) as well as creating publishing materials for charities.

**Sykes Global Services, Edinburgh 26/01/2015 to 11/09/2017**Supervisor (Level2) since June 2016

* Training, Coaching and Mentoring for various clients on the shared account
* Supervision and Quality management
* Reporting to client and upper management on statistical data, KPIs and product requests
* Purchase Order Processing
* Liaising with Programme Manager and client about processes and team developments
* Achievements: put forward for the FLL Growth Programme for leadership development, Stand in responsibilities for Team Lead has enabled me to become a talented multi-tasker, with clear oversight of time and workload management

Communicator (Agent role) since January 2015

* Competent and confident communicator in German and English for business customers
* Knowledgeable trouble shooter in IT queries with high level product and process knowledge
* Goal orientated and accurate handling of processes
* Achievements: Floor walking, stand in responsibilities for supervisor (Level 2), motivational colleague

**University of Stirling, Religious Studies Sep – Dec 2011**Teaching Assistant

* Teaching two classes based on continuous assessments and in-class performance
* Motivating feedback and ability to give clear guidance, monitor progress and develop a flexible teaching style in accordance with students’ motivation, preparation and needs.

**Personal Development**

**Equality and Diversity Training 11/09/2017**

Forth Valley College Online training provision

**Financial Management & Reporting 28/09/2015**

Workshop run by The Robertson Trust, Glasgow

* Day workshop for Board development sponsored by the Violence against Women Fund

**The UK Meets Germany: A Forum for Young Leaders (Seminar) Aug. 2009**Institute for Cultural Diplomacy, Berlin (Germany)

* Discussing the significance of and possibilities for cultural diplomacy to UK – German relations

**Memberships**

* Church of Scotland (Elder (2014), Safeguarding Coordinator (2015))
* Stirling District Women’s Aid, Board Member (since 2014)