

Michael French
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Profile Overview

I am a very organised editor with experience in higher education and publishing. I pride myself on my attention to detail, time management and ability to work in a manner that is both professional and friendly.

Employment and Experience

Freelance Editor

January 2016–Present

Summary:

- Proofread daily news summaries for the EU Commission (on behalf of Kantar Media).
- Edit non-fiction, including academic work. Experience includes *Career Dharma* by Drs Datta and Best, numerous PhD theses (in subjects ranging from international relations to finance), academic articles and IT textbooks for Packt Publishing (on behalf of Safis Edit).
- Copy-edit and proofread fiction. Experience includes novels for Matthew James Publishing (RJ Mitchell's *The Hammer* and Michael Harrison's *The Pale Tiger*) and Nine Elms Publishing.

Submissions Editor

Susan Mears Literary Agency

June 2017–June 2019

Key Responsibilities:

- Writing proposals for authors that summarise their work and market appeal in a concise and effective manner, all for eventual submission to publishers.
- Pitching projects to publishers both in email and in person.
- Editing early-stage manuscripts for submission to publishers, focusing on grammar and syntax, readability and genre appeal.
- Liaising with authors and publishers in a timely and professional fashion.

History tutor

University of St Andrews

February 2012–December 2017

Key Responsibilities:

- Teaching small groups of undergraduate students to a set curriculum.
- Marking essays and exams.
- Completing relevant administrative tasks accurately and in a timely fashion.
- Working as part of a large department to ensure that its high standards were upheld.

Organisations and Certifications

Society for Editors and Proofreaders

Professional Member

I am continuing my professional development by taking training courses with the society and my upgrade to advanced professional membership is pending approval. I passed their basic editorial test with a score of 93%.

Associate Fellow of the Higher Education Academy

This accreditation from the major higher education teaching authority of the UK reflects that I completed a master's-level course on teaching at university level.

European Computer Driving Licence

June 2005

I have remained proficient in the Microsoft programs covered by the licence and use Excel, Outlook and Word on a daily basis.

Education

PhD, Medieval History

University of St Andrews

2011–2015

Fully funded by the Arts and Humanities Research Council, looking at religious reform in the medieval English Church.

Master's Degree, Medieval History

University of St Andrews

2010–2011

M.Litt (hons.) in Medieval History with distinction in coursework. Recipient of university scholarship.

Bachelor's Degree, History

Durham University

2007–2010

Graduated with a first-class honours degree in history from Durham University.

Interests

Stories (books and film/TV)

History

Cooking

Politics and current affairs (particularly American)

Languages (including French and Latin)

References available upon request