

Nicki Copeland: curriculum vitae

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Personal profile

A focused individual with the vision and commitment to see a project through from start to finish. Strong ability to grasp the overall picture while ensuring that attention is given to the smallest details so that nothing is overlooked. Advanced Professional Member of the Chartered Institute of Editing and Proofreading.

Employment history

Oct 2004–present: Freelance copywriter, copy-editor and proofreader, working for publishers and non-publishers on materials, such as:

- Christian books and other publications
- Business and research reports
- Publicity materials and websites
- Magazines and newsletters
- Speeches

September 2019–present: Management of the day-to-day running of Instant Apostle publishers. Main duties (in addition to those below):

- Oversight of the entire publication process, from submissions to printing
- Assessment and selection of manuscripts
- Delegation of work to team members and freelancers

Summer 2013–September 2019: Oversight of editorial process, Instant Apostle Publishers. Main duties:

- Managing editorial process for all Instant Apostle books, and ensuring timely delivery of manuscripts to printer
- Liaising with authors, freelance copy-editors and proofreaders, other suppliers and members of the team, as necessary
- Copy-editing and proofreading manuscripts as required
- Representing the company at events, as required
- Delivering presentations on behalf of the company at book launches and other events
- Assessing author submissions as part of a team

Summer 2015–present: Speaker and preacher at conferences, breakfast meetings, women's events and church services.

May 2005–April 2012: Church office manager, Stanmore Baptist Church (part-time). Main duties:

- Ensuring good communication within the church community
- Managing budgets and overseeing purchases
- Ensuring smooth running of the daily and weekly life of the church, and managing administrative aspects of special events
- Being part of the team responsible for recruitment of new staff, as necessary

1997–2004: Various part-time jobs and interests while bringing up three children:

- Playgroup assistant (Jan 2001–April 2002)
- Co-leader of weekly baby and toddler club

- Voluntary helper at annual church children's holiday club and other events
- Occasional mystery shopping assignments

May 1989–July 1997: Franchise administrator and bi-lingual secretary, Cadbury Beverages International, reporting to marketing director. Main duties:

- Composition and translation of technical reports and other documents
- Sourcing, proofreading and ensuring prompt delivery of artwork for product packaging and publicity material, in English and French
- Overseeing raw material delivery from factory in Ireland to franchises in Africa
- Providing customer service to 17 African franchisees, in English and French
- Organising and running the company's stand at an international trade fair
- Providing bi-lingual secretarial service to three busy managers
- Managing the office during directors' extensive visits to customers in Africa and India

October 1988–April 1989: Temporary secretarial assignments to gain experience of working with different types of companies. Assignments included working with local councils, international banking organisations and small independent companies.

April–September 1988: Six months in France with Youth With A Mission, a Christian voluntary organisation.

January 1987–April 1988: Secretary, rights department, promoted to secretary, export marketing department, Heinemann Educational Books, London. Main duties:

- Liaison with editors, department managers and authors to ensure accuracy and timely delivery of contracts and other paperwork
- Acquiring a thorough knowledge of the publishing process in order to provide a high-quality service to internal and external customers
- Ensuring smooth running of the office during managers' visits to customers abroad
- Providing secretarial service to up to three managers

Education and qualifications

- Summer 2018: Degree in Kingdom Theology (First-class honours) (Westminster Theological Centre)
- 2007–2008: Effective Copywriting (Merit) (Publishing Training Centre)
- Various one-day CPD courses run by the Society for Editors and Proofreaders
- 2004: Proofreading by Distance Learning (Distinction) (Publishing Training Centre)
- 2002: Introduction to Pre-School Practice (CACHE)
- 1994: Certificate in Marketing (Chartered Institute of Marketing)
- 1986: A levels in English and French
- 1985: Teeline shorthand and 70wpm typewriting
- 1984: Nine O levels

Other information

- Committed Christian
- Co-leader and regular teacher within the church youth ministry team (2012–2017)
- Author of *Less than Ordinary?* (2013) and *Losing the Fig Leaf* (2015)
- Clean driving licence and own car
- Good knowledge of Microsoft Word, PowerPoint, Publisher and Excel

Details of referees available on request.