**CURRICULUM VITAE**

 Caroline Needham

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**EDUCATION**

***1980–1984*** ***University of Edinburgh*,BSc Upper Second Class Honours in GEOLOGY**

Subsidiary subjects: Ecology, Environmental Chemistry, Climate and Water Resources, Survey and Photogrammetry, Science and Society, Astronomy, Chemistry.

***1988–1990*** 00***University College of Wales, Aberystwyth***

**MSc in MICROPALAEONTOLOGY by Research**, awarded **July 1991**.

**WORK EXPERIENCE**

***May 2010 to present:***have been working as a **Freelance Project Manager and Permissions-Clearance Specialist** for the **International Baccalaureate**. Managed 14 projects, each of which involved clearing permissions for 250+ items and co-ordinating the work of a team of up to seven freelancers.

***2009 to present:*** worked as a **Freelance Permissions-Clearance Specialist** for:

1. Haremi
2. Pearson Education

***June 1994 to present:*** have worked as a **Freelance Copy-Editor and Proofreader** for:

1. Arnold/Hodder (science)
2. Better Business International (Stockholm) (business reports)
3. Blackwell Science/Toppan Leefung (chemistry, geology)
4. EPP Publications (journal articles about contaminated land)
5. Elsevier/Academic Press (applied science)
6. FiSystem (web company, Manchester) (part of the B&Q website)
7. Fitzroy Dearborn (*Encyclopedia of Caves and Karst*)
8. Friends of the Earth Scotland (reports on waste disposal, social justice)
9. Geological Society/Swales and Willis (geology)
10. Gordon and Breach (science, including geology)
11. Heriot-Watt University (geophysics PhD theses)
12. HMSO (social sciences, business)
13. IWAP (hydrology)
14. John Wiley/Prepress (chemistry)
15. Manchester University Press (social science, history, literature)
16. Maris Multimedia (geography)
17. MaryU Publishing/Eagle Owl Solutions (legal and business)
18. Oxford University Press/Wearset (biology curriculum material)
19. Pearl Legal (Bury, Lancashire: housing disrepair claims)
20. Philip Allan Updates (student unit guides and resource packs for AS and A2 levels: chemistry and psychology)
21. Routledge/Taylor and Francis/Florence Production/Wearset (social sciences)
22. The Scottish Consultative Council on the Curriculum (curriculum descriptions for various school subjects)
23. Sage/Keyword (social science, history)
24. Stratus Holdings (popular fiction)
25. Swales and Willis/Routledge (Japanese business textbook)
26. Thomas Telford (permissions clearance)
27. Transedition (popular reference books)
28. University of Tokyo (PhD thesis on business management).

Work includes on-screen and hard-copy editing, sub-editing, proofreading and permissions clearance of reports, newsletters, journals, books and theses on geology, environmental sciences, biology, chemistry, engineering, law, business, the humanities, education and popular fiction. Work for Routledge involved on-screen SGML coding and extensive macro creation. A large project in 1999 entailed proofreading part of the 12,000-page *Encyclopedia of Analytical Chemistry*, for John Wiley. My work for Gordon and Breach involved rewriting and improving the English of translations of Russian books and journals.

***November 1993 to June 1994***

**Legal Proofreader** in-house for Dibb Lupton Broomhead (a major Manchester law firm). Work involved: sub-editing and proofreading legal documents, and liaising with authors (solicitors) regarding queries and document layout.

***1987–1988 and 1990–1993***

**Freelance Copy-Editor and Proofreader,** specialising in earth science and environmental science. Copy-editing and proofreading academic-level textbooks and journals, collating proofs, and liaising with authors and editors.

**Clients:**

1. Butterworth-Heinemann
2. Blackwell Science
3. Chapman and Hall
4. Clarke Williams
5. Elsevier Science Publishers
6. Geo Abstracts
7. Nelson Blackie
8. Open University Press, and
9. Oxford University Press.

***1984–1987***

**Technical Editor (Geology)** for Geo Abstracts (Norwich), specialising in *Mineralogical Abstracts*. Work involved: editing, sub-editing, proofreading and checking of camera-ready copy; also preparing and checking of the author and subject indexes, liaising with production staff, academic editors, Geo Abstracts management and printers, and the training of junior editorial staff.

Member of the **Society for Editors and Proofreaders** for over 30 years. Taken SFEP courses on **Efficient** **Copy-Editing**, **On-Screen Editing** and **Proofreading Problems**. Have attended short training courses in **Microsoft Access** and **MS Powerpoint**. In April 2001, completed the **Introduction to Web Authoring** course at Manchester College of Arts and Technology.