



(Truly Tasmanian)

## Résumé

- \* **Book Publishing**
- \* **Editorial Services**
- \* **Project Management**

Edith Speers

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<b>The Whole Package</b>	Over 25 years as published & prize-winning author Over 10 years as editor for Esperance Press Over 10 years experience in project management Familiar with Australian, Canadian, American, and UK forms of English Familiar with scientific and medical terminology Recipient of Centenary Medal for Community Service
Bonus features	Friendly, patient, humorous, courteous, creative, resourceful, adaptable; Wide range of knowledge & interests; basic French and German Compulsive over-achiever
Flaws & foibles	Perfectionist; insistent about meeting deadlines Low tolerance for anything boring or repetitious; hates commuting Obsessive worker but dislikes routine hours
Skills & qualifications	High level of computer literacy including typesetting, spreadsheets, DTP and graphics manipulation; touch-typist; BSc (Hon., Biochem.)
<b>Esperance Press</b> (1996-2006)	Sole responsibility for all publications, including selection of manuscript; liaison with authors, illustrators & printers; contracts; editing & sub-editing; proof- reading and typesetting; book design; sourcing & acquittal of arts funding; publicity, promotion & distribution; financial management.
<b>Manager</b> Dover Community Telecentre Inc (1994-2002)	Obtained and administered approximately \$250,000 in grant funding for projects associated with DCT Inc and with the restoration and refurbishment of Dover's Old School as a premises for DCT Inc. and Dover Online Access Centre. Responsible for all aspects of daily operation including: -Grant applications, project administration & acquittal under Deeds of Agreement -Formal reports to government and non-government agencies -Client service (all ages) and teaching of basic computer classes -Typing, desktop publishing, computer graphics, & some website creation -Financial management including reconciliations to audit standard -Strategic planning; convening & agendas for committee meetings
<b>Community Programmes</b> (1997-2002)	Projects from conception to acquittal were completed for a variety of State and Federal Departments including Rural Transaction Centres programme, Federa- tion Communities Programme, Rural Communities Programme, Tasmanian Dep't of Education and the Australia Council (CEAD).
<b>Writer</b> (1980-2006)	Author of two books of poetry; work published in all the Australian jour- nals and most of the major anthologies of the last 25 years; winner of many literary prizes for poetry & prose; teacher of creative writing.
<b>The Bottom Line</b>	As an editor, my commitment to any client is the best in help and no meddling with style or content unless specifically requested. Graduate students will receive assistance compliant with guidelines provided by their university and under the auspices of their supervisors.