

## Adrienne Morris BA, DipEDIT

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### PROFILE:

An energetic and talented person, with considerable experience in a wide range of areas. Born in New Zealand; lived in Australia (five years) and England (twenty years). Successfully self-employed for twenty-three years. Returned to New Zealand in 2007. Diploma in proofreading and editing. Works freelance, mainly in private and corporate sector, but available for part-time or casual in-house positions. Computer literate; skills in proofreading, copy editing, typesetting, layout, newsletters, photo restoration. Organised, self-motivated and dedicated worker. Prefers challenging and interesting work. Works well alone, and with others. Real commitment, energy and enthusiasm for all undertakings, along with a good sense of humour.

### KEY SKILLS and QUALITIES:

- Wide general knowledge
- Good business skills
- Typesetting, layout, photo restoration skills
- Exceptional attention to detail
- Willing to learn new skills
- Thorough, focused and professional
- Adaptable and flexible
- Manages time effectively
- Offers expertise in range of areas
- Takes initiative when required

### MAJOR ACHIEVEMENTS:

- Established and built up successful private company in UK, in very competitive marketplace. Negotiated some boutique ceramic contracts with substantial British and European companies. Achieved high reputation for quality and excellent service. Pioneered "personalised china" for small businesses and organisations early 1980s.
- Helped initiate and set up a small business networking club in Ryedale, North Yorkshire, in 2003 and was on the committee for three years, helping new small businesses in all aspects.
- Successfully gained Diploma in Book Editing, Proofreading & Publishing, 2007–08.
- Completed total book design for client from editing right through to final proofs, November 2009.

### CAREER HISTORY:

#### Owner, AM Proofreading and Editing, (NZ), 2008

- A freelance business, proofreading and copy editing, for publishers, corporate areas, including website copywriting and content editing, producing newsletters and leaflets, photo restoration. Book design for self-publishers.
- Service to students for layout, formatting and proofreading of university theses and assignments.
- Editor of quarterly "Focus" magazine for National 60s-Up Movement of NZ (Inc.) - (total compilation, graphics, proofreading, source printer, and despatch to 31 branches). Produce bimonthly newsletter for Torbay branch.
- Restored 120 photos, mock-up layouts, and proofreading for 67,000-word history book *...and then came the bridge. A History of Long Bay and Torbay* (Marie Gray and Jennifer Sturm), for local historical society, May 2008.
- Copy edited and proofread 65,000-word book *Employed But Not Engaged* by Michael Smyth, barrister, on New Zealand employment law, published October 2008.
- Won freelance copy editing contract with Eternal Press, Canada, over 30 international applicants. May 2009.
- Joined freelance staff of New Holland Publishers (NZ) Ltd, Auckland, as copy editor and proofreader. June 2009.
- Completed total design of *The Subtropical Garden at Landsend - a plant collector's dream*, including full editing, proofreading, photo retouching (140 photos), book design, layout and typesetting and cover design. 140 pages, full colour. Completed November 2009. Self-published and launched 11 December 2009.

### **Director, Isis Decora Designs Limited, (UK), 1983–2006**

- Private company with successful track record for 23 years, husband and wife team.
- Specialist producers of bespoke designs on china and porcelain. In-house facilities included: artwork, layouts and typesetting, silk-screen printing, decorating and kiln-firing, and special packaging.
- Areas of responsibility included:
  - administration, including accounts, and jointly doing all production work as outlined above
  - art, design and typesetting leaflets and promotional materials
  - designing four websites for different aspects of work.
- Clients included British Airways, National Trust, Jaguar, UK Defence Forces, The British Museum, City of York, Oxford University. Several special pieces presented to Her Majesty The Queen.
- Husband passed away 2004. Business continued successfully until 2006, then returned to New Zealand.

### **Head Cashier, Inghams Enterprises Pty Ltd, (Australia), 1979–1983**

- Accounts Payable for 12 months, in Campbelltown office (south Sydney), then Head Cashier at Head Office in Liverpool, Sydney. They were, at the time, the largest private company in Australia. Left this position to emigrate to England.

#### **EDUCATION, QUALIFICATIONS and MEMBERSHIPS:**

- **Certificate Adobe Photoshop CS3 Stage 1 & 2**, Glenfield College, 2009.
- **Certificate Adobe Photoshop for Photographers**, Glenfield College, 2009.
- **Diploma of Book Editing, Proofreading and Publishing**, NZIBS, 2007–08.
- **Certificate Adobe InDesign CS3 Stage 1 & 2**, Glenfield College, 2008.
- **Certificate Macromedia Dreamweaver Stage 1 & 2**, Glenfield College, 2008.
- **Certificate Microsoft Word**, Rangitoto College, 2008.
- **Adobe Photoshop, Quark Express, Microsoft Powerpoint**, ASET Certificates in Practical IT Skills,\* 1998.
- **Adobe Illustrator, Adobe Photoshop**, Renaissance Apple Centre, Auckland 1993.
- **Bachelor of Arts (Music, French, Latin and Linguistics)**, University of Auckland, 1973–1976.
- **University Entrance Bursary**, Takapuna Grammar School, 1972.
- **Member New Zealand Society of Authors** 2009.

\* UK Accreditation Syndicate for Education and Training

#### **COMPUTER SKILLS:**

- **Word Processing and General:** Microsoft Word, Internet, Email.
- **Desktop Publishing:** Adobe InDesign, Quark Express, Microsoft Publisher.
- **Presentation:** Adobe Photoshop, Adobe Illustrator, Microsoft Powerpoint.
- **Web Design:** Macromedia Dreamweaver, Macromedia Fireworks, Netscape Composer (basic).
- **Accounting:** MYOB (basic), Microsoft Excel.
- **Operating Systems:** Apple Mac OS 9 – OS 10.5, Microsoft Windows XP / Vista.

#### **ADDITIONAL INFORMATION and INTERESTS:**

- Wide and varied interests, having lived in New Zealand, Australia, England and Spain.
- Hold full, clean UK and NZ driving licences.
- Hobbies include reading, classical music, pianist, cooking, gardening, swimming, photography, art, china and porcelain, screen-printing, dogs, cinema, concerts, the Internet, local history, travel, Ancient Egypt.
- Group activities: walking, aquarobics, quiz nights, Torbay Historical Society, bowls, petanque, NZ Registered Music Teachers' North Shore monthly concerts, Torbay Dramatic Society.
- Voluntary work: private tutoring for special needs children, basic computer training for the over-60s (voluntary), community newsletters. Proofreading for Distributed Proofreaders (Project Gutenberg). Support Hospice. On various village committees in UK; member of The British Legion.