

## Curriculum Vitae of Emily Gibson, BA, MA, Cert. Pub., Cert. IT

### Recent professional experience

**Corbas Consulting Ltd: 2006–present**

*Editor and Director*

Providing editorial, writing, design and project management services, including e-learning, website and book project development; production editing, copy editing, composition and proofreading; research/permissions clearing, including photo and historical research and fact-checking. Clients include educational, academic, and trade publishers and corporate businesses.

**Thomson Learning EMEA, London, UK: 2003–2005**

*Production Editor*

Working closely with authors, in-house staff and freelancers, scheduled and managed manuscripts through copy editing, design, composition, proofreading and production processes, ensuring accuracy of language, content and artwork for higher and further education textbooks, on time and on budget. I also created and maintained interactive student and lecturer resources on the company's website.

**Nelson Thomson Learning/Harcourt Canada, Toronto, Canada: 2000–2002**

*Production Editor, Higher Education*

Responsible for taking manuscripts through processes, as for Thomson Learning above, for university and college textbooks.

**Butterworths LexisNexis, Markham, Canada: 1998–2000**

*Coordinating Editor; promoted from Editor in 1999*

Copy edited and researched legal, academic and professional manuscripts for content, language and verification of authors' research. Liaised with legal, judicial, governmental and academic authors; coordinated the production of publications with internal departments and external freelancers on an accelerated publishing schedule, while maintaining quality standards and adhering to budget. Wrote new house style guide and forms; implemented production editorial procedures.

### Academic background

**Open University, Milton Keynes, UK: 2006–present**

Certificate in IT and Computing received December 2008  
BSc in Computers and Design (in progress)

**Central St. Martin's College of Art & Design, London, UK: 2005**

Graphic Design, beginning and intermediate courses

**Centennial College, Toronto, Canada: 1997–1998**

Book and Magazine Publishing post-graduate certificate

**University of Guelph, Guelph, Canada: 1995–1997**

MA History; thesis: 'None to Judge, Fight, or Plead': An Introduction to Sir George Mackenzie's *Laws and Customs of Scotland in Matters Criminal* (1678)

**University of Saskatchewan, Saskatoon, Canada: 1991–1995**

BA (Double Honours); High Honours in English and High Honours in History

## Technical skills

**Composition/setting and design:** I currently use the Adobe Creative Suite 2 package (InDesign/Photoshop/Illustrator) and Adobe Acrobat. I am also competent with QuarkXpress.

**Editorial:** I am a high-level user of the Microsoft Office suite (writing and debugging macros, for example), and am equally happy to edit/proofread on screen or on hard copy.

**Websites:** I use a combination of Markdown (for editing text), NVu (for layout and design) and/or hand-coding XHTML/CSS for websites but have also worked with Dreamweaver.

## Additional professional experience

**Carswell Professional Publishing, Toronto, Canada: 1998**

*Editorial Assistant*

Three-month contract position, editing SGML and Xyvision code and doing legal case research for Unix database

**Charities Administration Associates, Toronto, Canada: 1997**

*Researcher/Writer*

Researched and wrote a book for special events fundraising in the Toronto area.

Researched and created a client database and the marketing materials for the book and a related conference

**University of Guelph, Department of History, Guelph, Canada: 1996–1997**

*Scottish Studies Office Coordinator and Assistant to the Editor of the Scottish Tradition Journal*

Post-graduate assistant to the chair of Scottish Studies and editor of peer-reviewed academic journal

**University of Guelph, Department of History, Guelph, Canada: 1995–1996**

*Post-Graduate Teaching Assistant (MA)*

History 3130: Punishment and Popular Culture (1996)

History 1010: Europe in the Age of Expansion (1995)

## Additional courses

*For post-graduate and academic qualifications see above.*

*Continuing education courses include:*

**Fireworks and PowerPoint** (through Thomson Learning, London, UK)

**Photoshop** (Lambeth College, London, UK)

**Dreamweaver** (Media Training Centre, London, UK)

**Editors' Association of Canada** (Toronto, Canada) On-Screen Editing, Web Editing, HTML, Copyright and Permissions, and Copy Editing II

**Auto Mechanics I** (Toronto District School Board, Toronto, Canada)

**Expressive Writing** (George Brown College, Toronto, Canada)

*References available upon request*