

Julia R. Farrell
IPEd Accredited Editor

IPEd. Institute of
Professional
Editors

Professional Member

Tel: 0400 142 256
Email: juliarachelfarrell@hotmail.com
11 Winkelmann Drive
Campbells Creek 3451
LinkedIn: www.linkedin.com/in/julia-farrell-3049a62b
Website: To come

SUMMARY OF SKILLS AND EXPERIENCE

I have over 20 years' experience as an editor and proofreader, within the higher education, government, community/not-for-profit and legal sectors.

I also have extensive experience in administration and office management roles, primarily within higher education, peak body and community/not-for-profit organisations. I have utilised my writing and editing skills for a broad range of platforms and purposes. I also have several years of experience as a back-of-book indexer.

I possess knowledge of and experience editing in the following areas:

- Academic and research writing (primarily within the social sciences, law, criminology, business and the humanities)
- Qualitative and quantitative research methods (including issues around research design, case studies, data collection and analysis)
- The principles, processes and phases of project management methodology (including business case development, scope definition, governance, risk management, lessons learned)
- Government procurement principles, processes and practices (including RFTs/RFQs, tender evaluation, value for money, probity, accountability)
- Program evaluation, monitoring and reporting
- Family violence and sexual assault prevention
- Diversity, inclusion and intersectionality

KEY SKILLS

Editing/proofreading/writing/indexing

- Professional standard of editing (copy editing and structural editing) and proofreading skills, specialising in academic/research writing and other forms of non-fiction
- High-level knowledge of grammar, spelling, punctuation, syntax and stylistic conventions
- High-level skills in writing for diverse purposes, contexts and audiences, including academic writing, technical writing and Plain English
- Professional standard of back-of-book indexing

Communications and interpersonal skills

- Highly developed oral and written communication and interpersonal skills
- Ability to write and edit a range of content, such as for annual reports, media releases and online platforms
- Ability to liaise and collaborate with a diverse range of people at all levels
- Ability to coordinate work with others in a team environment, and to train and supervise staff
- Ability to undertake collaborative decision-making and negotiate outcomes in a complex work environment
- Ability to handle sensitive or confidential matters with discretion

Administration and organisational skills

- Coordination of all facets of office management and the provision of the full range of administrative and operational support functions to a team
- Conference/event coordination
- Resource management and maintenance
- Use of filing and database systems and accurate data entry skills
- Document preparation/layout – MS Office, InDesign
- Highly developed ability to analyse issues and determine priorities in an environment of tight and conflicting deadlines
- Ability to work with minimal direction and manage own schedule and priorities

Digital skills

- Advanced skills in MS Word
- Familiarity with both the Mac and PC platforms
- Strong skills in Acrobat PDF mark-up and editing
- Broad knowledge of internet and email applications
- Strong skills in Cindex (indexing software)

PROFESSIONAL EXPERIENCE

Freelance editing work

As a freelance editor, I have worked on a broad range of manuscripts and publications for authors directly, as well as for organisations in the higher education, government, publishing and non-profit/community sectors. I have edited research theses, journal articles, conference papers, research reports and other academic writing across various disciplines, but primarily in law, criminology, business and the social sciences.

My past and current clients include:

- Allen & Unwin
- Australian Academy of Technological Sciences & Engineering
- Australian Council for Educational Research
- Brotherhood of St. Laurence
- Canberra University – Law School
- Castlemaine Institute
- Centres against Sexual Assault
- Charles Sturt University
- Clear Horizon Consulting
- Commonwealth Department of Foreign Affairs and Trade
- Deakin University – Criminology
- Djirra (formerly Aboriginal Family Violence Prevention & Legal Service)
- Ethnic Communities Council of Victoria
- Extent Heritage
- Flinders University
- Judicial College of Victoria
- La Trobe University – Law, History
- Monash University – Criminology, Social Sciences, Office of the DVC, Centre for Gender, Peace and Security
- Monash University Press
- NMIT Marketing
- Review Publishing Company (*Far Eastern Economic Review*)
- RMIT University – College of Business
- *Sanctuary* (magazine)
- United Nations One Planet Network
- University of Melbourne – Faculty of Arts
- University of Technology Sydney
- Victoria Police
- Victorian Department of Education
- Victorian Department of Justice
- Women’s Health Goulburn North-East
- Women’s Health in the North

In-house roles

Editor

Major Procurement Program Office (MPPO), Victorian Department of Justice
August 2010 – July 2012

- Edit MPPO project documentation and executive correspondence, cater language to audience, and apply principles of Plain English as appropriate
- Draft and edit executive correspondence (such as ministerial briefs and memos)
- Develop and maintain editorial style guides, processes and procedures
- Create and format documents and templates and troubleshoot document/template problems
- Liaise with MPPO staff to complete editing jobs to required timelines and standards
- Advise MPPO staff on matters related to writing, editing and style
- Apply MPPO and DOJ style guides and use MPPO templates

Copywriter (contract role)

Northern Melbourne Institute of TAFE (NMIT)
November 2009 – January 2010

- Write copy for print and web, including course content descriptions for print-based course guides and the NMIT website
- Use appropriate language and apply required style and layout for various formats

Administration and Communications Officer

Asbestos Diseases Society of Victoria
January – September 2009

- Provide a wide range of administrative functions
- Coordinate council meetings (meeting papers, minute taking, catering)
- Manage membership database (renewals, payments etc.)
- Produce and edit publications/promotional material

Administration Officer

Ethnic Communities' Council of Victoria
June – October 2008

- Provide a wide range of administrative functions
- Coordinate council meetings (meeting papers, minute taking, catering)
- Manage membership database (renewals, payments etc.)
- Edit/proofread publications/promotional material

Administration & Publications Officer

National Ethnic & Multicultural Broadcasters' Council
June 2007 – May 2008

- Provide the full range of administrative support functions for staff and council
- Produce and edit quarterly journal *The Ethnic Broadcaster*
- Produce and edit promotional material and government submissions and reports
- Maintain and update NEMBC website

Editorial Assistance and Proofreading (eight-week placement)

Allen & Unwin (East Melbourne)

2006

- Copyedit/proofread manuscripts and provide general editorial and administrative assistance

Administrative Officer

Council of Australian Postgraduate Associations (CAPA)

March 2005 – March 2007

- Provide administrative support functions for the staff and student representatives
- Produce and edit brochures, booklets and other promotional/information materials
- Prepare and edit government submissions and reports, according to schedules and deadlines
- Maintain and update the CAPA website

Administrative Officer & Second-hand Bookshop Coordinator (part-time)

RMIT Student Union

August 2000 – February 2005

- Provide administrative support functions for the staff and student representatives
- Design, layout and edit promotional materials such as brochures, leaflets, student guides and posters (Quark and InDesign)
- Design, layout and edit government/university submissions, reports etc.

Administrative Assistant

Faculty of Engineering, University of Melbourne

April 1998 – August 1999

- Undertake reception and various administrative duties
- Manage office equipment and resources
- Maintain and update filing and student database systems
- Provide advice, liaison and referral to current/prospective students
- Produce and edit promotional material

Proofreader

Earth Preprint Pty Ltd (South Melbourne)

August 1994 – February 1995

- Proofread advertising and promotional material – checking grammar, spelling, punctuation, style, layout, typography etc.

Proofreader

Review Publishing Co. Ltd (Hong Kong)

March 1991 – April 1992

- Proofread esteemed weekly publication the *Far Eastern Economic Review* and various other annual and biannual publications, at all stages of production process

EDUCATION AND QUALIFICATIONS

- 2020** *Accreditation*
Awarded by the Institute of Professional Editors Limited
- 2007–2013** *Diploma of Professional Writing & Editing*
RMIT University
Melbourne, Victoria
- 1995–2001** *Bachelor of Arts degree*
La Trobe University
Melbourne, Victoria
- 1988** *Year 12 – Victorian Certificate of Education*
Banyule High School
Melbourne, Victoria

REFEREES

References to be provided upon request