|  |  |  |
| --- | --- | --- |
|  |  | David Adamick  Sub-editor | Writer | Proofreader |
| Profile University-educated, freelance copy-editor/writer, blogger and senior account manager open to new projects in content creation and management. Versatile; clear and concise in style, founded on excellence in English grammar and composition. Strong, transferable skill set; professional manner with proficiency in digital technology and foreign languages. Contact **ADDRESS:**  Chelmsford, Essex, UK  **PHONE:**  07825 237 969  **WEBSITE:**  www.davidadamick.com  **EMAIL:**  djadamick@gmail.com  **LINKED-IN:**  [www.linkedin.com/in/davidadamick/](http://www.linkedin.com/in/davidadamick/)  **GITHUB URL:**  https://github.com/djadamick/David-Adamick-Editing-Writing |  | EDUCATION **University of Western Ontario**  B.A. Hons. (4 yrs.); Art history/English literature  **Alliance Française**  Advanced French  **University of Southwark**  Intermediate Italian  **The University of Westminster**  Mandarin Chinese PROFESSIONAL SKILLS  * Advanced English - written/verbal (native) * Strong grasp of American & British idioms * Proofreading/editing * Blogging/content composition * Public speaking & presentation * Time management/punctuality * French (proficient)/Italian (intermediate)  TECHNICAL SKILLS  * Office 365 * Programming languages (HTML5/CSS3/JavaScript/Bootstrap/jQuery) * WordPress CMS * Adobe In-Design/XD * Social Media * SEO best practice * Google Analytics |

**EXTRA-CIRRICULAR EDUCATION**

**CAREER SUMMARY**

**Freelance English Editor/Copy Writer**

**Startup Development House (Warsaw, Poland) | 2021-present**

* Copy editor/copywriter for English language website content / blogs
* Keyword research / SEO optimisation
* Topic research

**Freelance Writer**

**Ambulance + Transfers Ltd. (Essex)| 2021 - present**

* Copy editing, bid writing

**Sub-Editor/Blogger/Account Manager**

**Roberson Wine Ltd. (London)| 2012 - 2020**

* Product catalogue copy-editing/writing/maintenance
* Company website content composition/blogging
* Tech sheet composition/translation (French, Italian)
* Company social media contributions
* Commercial offers composition
* Group account management & contractual agreements
* New business prospecting/conversion

**New Business Executive**

**Amathus Drinks (London) | 2010 - 2012**

* New/current business development
* Sales forecasting
* Credit rating/financial analysis
* Contractual agreements
* Database management
* Sales incentive implementation
* Trade fair participation
* Masterclass presentations
* Udemy - Effective Copywriting
* Simplilearn - Full SEO Tutorial (9 hrs.)
* HubSpot Academy - SEO: Building Sustainable Traffic
* HubSpot Academy - Website Optimisation
* Udemy - The Complete 2020 Web Development Bootcamp
* Linked-In - JavaScript Essential Training (5.5 hrs.)
* Udemy - Adobe XD
* Future Learn - Social Media Marketing Campaign Design
* Future Learn - Introduction to Content Design
* Future Learn - Creating Online Content

**PERSONAL INTERESTS**

Life-long, dedicated musician;

foreign language enthusiast

(French, Italian, Polish, Russian,

Mandarin); avid reader;

amateur visual artist; culinary

genius; Liverpool Football Club…

wine!

**REFERENCES**

Available upon request.