

MARYANNE PARK, A.E. – RÉSUMÉ

Contact Details

Address: 24 Maryborough Road
Boronia, Victoria, 3155
Phone: 0402 826 431
Email: dz.editing@gmail.com

Profile

I am an editor and technical writer, having completed courses in both editing and engineering at Monash University. In 2012, I achieved accreditation with IPEd (the Institute of Professional Editors), by demonstrating a high level of competence in editing skills.

I currently work as a freelance editor, editing a wide variety of materials. In the last few years I have edited a tender for a major railway project, developed online assessment materials for high school students, written a number of technical manuals and user guides, and edited a wide range of documents for different clients.

I also work as a freelance writer, focusing mainly on technical subjects, as my engineering background allows me to write about these matters in an informed way.

I Have Experience With:

- educational textbooks
- online assessment
- government publications
- specifications and technical documents
- non-fiction books
- user manuals
- psychological reports
- tender applications
- terms of service
- grant applications
- website content
- university theses (PhD and Masters)
- local newspapers
- novels
- school report cards
- short stories

I Am Skilled In:

- structural editing
- technical writing
- copy-editing
- coding (with HTML) for online use
- using Adobe InDesign
- using Adobe Acrobat for editing purposes
- proof-reading
- assisting with document creation
- manuscript assessment
- compiling and presenting data

Recent Roles

My most recent in-house role was as an editor and technical writer for Evolution Rail, preparing the successful tender for the HCMT (High Capacity Metro Trains) Project.

In this role, I was responsible for collecting documents from a team of writers, copy-editing and applying our standard document style, and ensuring consistency of voice and subject matter across the entire tender.

Prior to this, I held a contract position with Pearson Australia, working as a Digital Editor. In this role, I was responsible for developing online assessment materials, to supplement Pearson's online textbooks. I adapted different assessment questions, determining how they could best be presented on the internet.

This required standard editing skills, competence with HTML, MathType, and other markup languages, and the ability to figure out how students would react to the material, and adapt it to suit them.

Qualifications

Accredited Editor

Institute of Professional Editors 2012

Graduate Certificate in Professional Editing (high distinction average)

Monash University 2010

Bachelor of Mechanical Engineering (Honours)

Monash University 2006

AUSLAN (Australian Sign Language) Certificate IV

Chisholm TAFE Institute 1998

Employment History

May 2011 – present:	Freelance Editor and Writer
Jan 2016 – May 2016:	Technical Writer and Editor Evolution Rail
Sept 2012 – Feb 2013:	Digital Editor Pearson Australia
May 2011 – Sept 2012:	Document Reviewer and Editor Department of Transport (Victoria)
Sept 2011 – Feb 2012:	Technical Writer Silcar
Nov 2006 – May 2011:	Compliance Engineer Department of Transport (Victoria)
Feb 2006 – Nov 2006:	Practical Class Supervisor Monash University