

Tom Albrighton

CV

Profile	<p>Over twelve years' writing and editing experience in publishing houses, design studios and as an independent consultant.</p> <p>Key skills: copywriting, editing and restructuring, SEO/online content, B2B marketing copy, long-copy assignments.</p> <p>Professional, reliable and personable. Strong focus on effective, strategically focused communications that are well grounded in business context.</p>
Date of birth	13 July 1971 (aged 37)
Address	ABC Business Communications Ltd 100 George Borrow Road, Norwich NR4 7HU
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Experience

ABC Business Communications Ltd Founder and director 2/05–	<p>Copywriting marketing materials for print and web (directly and through agencies)</p> <p>Writing content for publication in B2B and B2C websites, magazines etc</p> <p>Writing profiles of European companies, based on telephone interviews with senior executives (over 300 profiles written to date)</p> <p>Writing and editing academic papers and case studies</p> <p>Clients include Dorling Kindersley, London Business School, Universita' Bocconi, Business Link, BHP Information Solutions, Brand Experience, Digital Overload, Nelson Thornes, Positive Publications, Norwich Cathedral, Online Media Group, Cobalt ID, Eight Eighteen TV, Emhart Glass and Vista Stationery & Print</p> <p>Please visit www.abccopywriting.com</p>
Format Publishing Managing Editor 6/02–2/05	<p>Created and produced the Decision Makers series. 'This looks like a winner, with good looks and a strong range of titles.' (Bookseller , 14 January 2005)</p> <p>Commissioned academics from London Business School as editors</p> <p>Created partnerships with third parties for marketing, sales, distribution and export</p> <p>Developed and managed online bookshop</p>
Format Information Design Editor 2/01–5/02	<p>Wrote five 100pp books on procuring and managing IT services, working in partnership with the Office of Government Commerce</p> <p>Secured a major design and print contract with the Scottish Parliament</p> <p>Managed projects on behalf of clients including KPMG, East of England Development Agency, Office of Government Commerce and the National Archives</p>
Jarrold Publishing Senior Editor 4/98–2/01	<p>Editorial</p> <p>In-house co-ordinator of freelancers, printers and bureaux</p> <p>Liaison with contract-publishing clients (UK tourist attractions)</p>

Jarrold Publishing Editor 3/97–4/98	Editorial on illustrated non-fiction titles (Pathfinder walking guides) Supervising and training Assistant Editor Managing multi-language editions
Jarrold Publishing Assistant Editor 11/95–3/97	Grounding in editorial Built understanding of publishing workflows Experience of co-publishing (with Ordnance Survey)
Norfolk County Council and others Temporary positions 9/89–11/95	Administrative tasks Operating telephone helpline Edited and designed a published report on children's day care

Education

Vocational	Copy Editing Skills course at the Publishing Training Centre Managing Editorial Freelances course at the Publishing Training Centre Managing Projects course at the Publishing Training Centre
Degree	BA (Hons) English Literature 2:1 (University of East Anglia, Norwich)
GCE 'A' level	English Literature A Mathematics A General Studies A French B
GCE 'O' level	English Language A Chemistry A Mathematics A General Studies A Geography B English Literature B French B Art and Design B Physics C

References

Supplied on request.