

PROFESSIONAL SUMMARY

This meticulous editor and desktop publishing maven provides exceptional assistance to communicators and authors. Able to plan, initiate and complete projects on a timely basis. Adept at copy editing, then converting content into either epub, html, or pdf file format.



Libbi Alcock

Port Coquitlam, BC, Canada
o. 604.464.0848 (day)
c. 604.816.9921
libbi@telus.net
www.libbi.lensman.ca

SKILLS & EDUCATION

English Editor and Writer

SFU Writing and Publishing Program

Editing Certificate, courses completed:

What Editors Do: Introduction · Copy Editing · Proofreading · Grammar Review · Ethics and Legal Issues · Substantive Editing
Publication Design/Print Production · Advanced Writing for Business and the Professions · Onscreen Editing With MS Word
Research Tools for Journalists and Other Writers · Editing Narrative · Writing and Editing for the Web

Desktop Publisher

BCIT School of Business

Desktop Publishing Associate Certificate, courses completed:

Graphic Design Techniques · Typography Principles · Scanning and Colour Management · Colour Theory · Portfolio Production
Proposal Writing · QuarkXpress · Fetch (FTP) · Adobe Indesign · Illustrator · Photoshop · Acrobat

Web Designer

BCIT School of Business

Online Learning, courses completed:

Dreamweaver · Flash · CSS · basic understanding of HTML and able to edit source code

Some experience using ...

Fireworks · Microsoft Office · Visio · PowerPoint · WebCT and Blackboard

FREELANCE /CONTRACT WORK (2001–2011)

Relevant Experience

- uses file transfer protocol (ftp) to manage, retrieve and upload electronic files to and from remote computer servers
- designs layout and proofread assorted annual publications for B&C List 1982 Ltd. (2005–2011) *print samples available upon request
- designs magazine layout: *The Balanced Life* (2002–2006) *print samples available upon request
- interviews people and writes profiles, see published articles: <http://libsview.wordpress.com>
- researches topics and writes blog articles see: <http://thisislibbiadlibbing.wordpress.com>
- creates cartoons, *My Sketchy Life*, see: <http://libsdailydoodle.blogspot.com>
- designs ads, see: <http://www.libbi.lensman.ca/portfolio.htm>
- builds websites, see: <http://www.nancyjdavisbooks.com> | <http://www.reikiandrhyme.com>
<http://www.libbi.lensman.ca> | <http://www.lensman.ca>
- proofreads and copy-edits, as needed, for *Westcoast Editor* and *Active Voice* for Editors' Association of Canada, BC Branch
- participates in social media, see: Twitter @LibAlcock (also have LinkedIn and Facebook accounts)

FULL-TIME WORK (1991–2001)

Service Coordinator: 10 years, **ParkLane Homes** | www.parklane.com

- wrote itemized reports, and engaged in detailed correspondence, to track progress of customer service cases
- wrote summaries, based on customer survey data, for presentation at monthly meetings
- 1995 recipient of President's Award (recognized for my personal contribution toward the firm's success.)

MEMBERSHIP

Editors' Association of Canada (EAC) this association's URL: <http://www.editors.ca>