

Paul Brookes

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Date of birth: 30 December 1970

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Employment history

Dec 2008–Dec 2016 | **Definiens AG, Bernhard-Wicki-Str. 5, 80636 München**

Technical writer for Definiens, a software company specialising in image recognition systems. Principal duties:

- Sourcing and managing content management systems, to serve as a company-wide publishing tools
- Writing and editing user documentation, reference and training material (in English) for existing and new Definiens products
- Assisting training and marketing departments with English-language publications and press releases

Dec 2004–Dec 2008 | **National Treatment Agency for Substance Misuse (NTA), Hercules House, London SE1 7DU**

Editor for the National Treatment Agency, a National Health Service body overseeing the drug and alcohol treatment sector in England. Principal duties:

- Editing and producing all policy, guidance and research publications. Managing schedules, delegating to two communications assistants and overseeing freelancers
- Writing a quarterly magazine, research summaries, annual report, conference reports, copy for intranet and website, and publications aimed at drug and alcohol users
- Desktop publishing, design and print management. Creating and implementing design and editorial style for the organisation. Overseeing design and print budgets

Oct 2003–May 2004 | **Commonwealth Business Publications, Mermaid House, 2 Puddle Dock, London EC4V 3DS**
(company ceased trading)

Managing editor for Commonwealth Business Publications, working on titles including *The Commonwealth Local Government Handbook*, *Modernising Commonwealth Governments*, *Health in the Commonwealth* and *Agriculture in the Commonwealth*. Principal duties:

- Agreeing schedules and briefs with publisher. Scheduling, research, deciding content, finding authors, commissioning and approving copy, and making up media packs for sales team. Flatplanning, and overseeing editorial and design from conception to delivery
- Writing and editing copy. Line management of two designers and one sub-editor
- Meeting and maintaining relationships with external editors and clients

Jul 2002–Jun 2003 | **Kensington Publications Ltd, New Hibernia House, Winchester Walk, London SE1 9AG**
(company ceased trading)

Managing editor for a contract publisher of magazines and business publications, including publications for the Commonwealth and EU, *Defence Review*, and *International Telecoms Quarterly*. Principal duties:

- Liaising with external organisations and editors in management and development of titles
- Page layout and editing. Writing and commissioning where necessary
- Managing three designers, two sub-editors, and two copy chasers. Regular liaison with head of production, art director and sales team leaders

Oct 2001–Mar 2002
(fixed contract)

**Dr Foster Ltd, Sir John Lyon House, 5 High Timber
Street, London EC4V 3NX**

Hospital guide editor for a medical data collection and publishing company, producing patient information in a variety of media, including the Dr Foster website, books, and local and national newspaper supplements (including *The Times* and *Daily Mail*). Principal duties:

- Writing, editing, commissioning and proofreading copy for books and newspaper supplements. Maintaining the website and managing a research and call-centre team
- Primary liaison between the company and outside organisations

April 2000–August 2001

This period was spent working and travelling in Australia, New Zealand and the US. This included six months freelance editorial work in Sydney, working for companies including AON Livewire, Getty Images, Thomson Financial and *Food Australia* magazine.

June 1998–March 2000

Midsummer Books, Winslow Road, London W6 9SF

Commissioning editor for the health magazine *Inside the Human Body*. I was involved from the inception and national launch, and its subsequent weekly schedule. Principal duties:

- Contributing to the initial research regarding content and style of the magazine, including setting up meetings with medical professionals and attending focus-group meetings
- Research and commissioning of articles and features. Writing articles based on interviews. Copy approval. Overseeing content and editorial direction. Commissioning of artwork and graphics. Page layout, preliminary design and picture selection. Editing and proofreading

Jul 1997–May 1998
(left after company relocation)

**Thomson Science & Professional, 2–6 Boundary Row,
London SE1 8HN**

Assistant editor for a science, technical and medical publisher, project managing six environmental science and ecology journals, both in and out-of-house. Principal duties:

- Overseeing the editorial and production process from manuscript submission to printing. Maintaining relationships and links with academic editors, authors and societies
- Liaising with electronic publishing, marketing, exhibitions, subscriptions and reprints

Nov 1994–July 1997

Contract and freelance production and desktop publishing work, working on-site in central London for corporate and publishing organisations.

Sept 1992–Sept 1994

**University College & Middlesex Schools of Medicine,
London WC1E 6HX**

Research assistant, working on a laboratory project relating to genetic causes of leukaemia.

Education and qualifications

BSc (Hons) Biological Sciences (Microbiology), University of Birmingham, UK, 1992

Canon Slade School, Bradshaw Brow, Bolton, Lancs, UK (1982–1989)

Additional information

Software: Quark XPress, InDesign, Acrobat Pro, Photoshop, Illustrator, Adobe Premiere, Word, Excel and PowerPoint. L^AT_EX, HTML, CSS, Drupal 7, Author IT, Wordpress and MediaWiki.

Languages: Upper-intermediate German (to Mittelstufe B2/2).

Referees

Available on request