

talk **science** to me

We know science is beautiful. Exciting. And we know you have a story to tell. We're here to help you tell it.



Hazel Boydell

Editorial Assistant

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Communication specialist with 10 years' experience in editing, proofreading and copy writing, and a strong background in publishing.

Work Experience

Editorial assistant. Talk Science to Me Inc., Vancouver, B.C. July 2016–present.

- Copy-edits and proofreads science-based material, including research reports and academic papers.
- Additional responsibilities include fact-checking, permissions management, image research and formatting references.

Proofreader, copy-editor and copy writer. Freelance, Vancouver, B.C., and Manchester, UK. 2009–present.

- Provides proofreading, copy-editing and copy-writing services to a number of clients, including UBC Beaty Biodiversity Museum, Whitecap Books, Harbour Publishing, SHARE, the Columbia Institute, Talk Science to Me and Orca Books.
- Documents include business plans, marketing materials, exhibition materials, and both fiction and non-fiction book manuscripts.
- Researches and fact-checks information to an academic standard and composes audience-appropriate and accurate copy.
- Responsible for meeting deadlines, keeping to budget, creating invoices, maintaining accurate financial records and marketing.

Confidential assistant, corporate secretary. TransLink, Burnaby, B.C. August 2012–July 2014.

- Provided confidential support to the corporate secretary and chair of a local government board.



- Wrote, proofread, formatted, and distributed formal reports and meeting minutes, including posting meeting materials and summaries on TransLink's public website in a timely manner.
- Wrote professional and accurate correspondence and responses to stakeholders and the public.
- Responded to Freedom of Information requests on a regular basis and dealt with the related sensitive information in a confidential and tactful manner.
- Created public and in-camera events, including organizing room bookings, catering, publicity, travel arrangements and scheduling.
- Provided a professional and welcoming first point of contact for the general public and both internal and external stakeholders by email and telephone, and in person.
- Daily use of an iPad and PC. Adobe Acrobat Professional, Outlook, Word and Excel at an advanced level. Regular use of Sharepoint, TruTrack and PowerPoint.

Confidential assistant, revenue. TransLink, Burnaby, B.C. December 2010–August 2012.

- Organized the office of the revenue controller and assisted the enterprise revenue department.
- Copy-edited and assisted in the writing of financial reports and other formal publications.
- Took minutes, wrote correspondence, scheduled meetings, and provided general administrative support.
- Created and maintained records and databases, including reconciling and maintaining accurate records of purchase orders and budgets.
- Daily use of Outlook, Excel and Word, handling mail and telephone, and responding to internal and public enquiries in a professional and friendly manner.

Editorial/production assistant. Douglas & McIntyre, Vancouver, B.C. August 2008–September 2009.

- Proofread edited manuscripts of fiction and non-fiction books, marketing catalogues, and advertising copy.
- Coordinated changes between editors, authors, and designers to firm deadlines.
- Responded to author and editor queries, and coordinated delivery of advance copies of books.
- Distributed new releases, maintained archives, updated databases and prepared reports.



- Corresponded with printers and prepared production templates and specifications.

Marketing assistant. UBC Press, Vancouver, B.C. January 2008–August 2008.

- Maintained marketing databases, updated the website, created marketing materials in InDesign and distributed review copies of books.
- Wrote and proofread catalogue copy and created new marketing blurbs for UBC and agency titles.
- Created advertisements and page layout for catalogues.
- Conceptualized media packages and press releases, pitched books to media and organized promotional events within budget requirements.
- Coordinated shipments between authors, printers and customers.

Contributing editor. *Brash*, Manchester, UK. 2006–2007.

- Planned issues, commissioned articles, and coordinated freelance and in-house writers.
- Copy-edited and wrote articles.
- Coordinated design and marketing resources to print and distribution deadlines.

Education and Professional Credentials

Project Management Fundamentals. University of British Columbia.

Publishing Certificate. Columbia University.

Bachelor of Arts (Hons.), Journalism and English Literature. University of Salford.