

c u r r i c u l u m v i t a e



Frances Mei-Ping Chan | franceschan99@gmail.com | franceschan.net

Strengths: 30+ years' experience in publishing, meets deadlines, reliable, versatile, organised, thorough, takes initiative, self-managing, quick to learn new technology

Skills: editing, subediting, proofreading, writing, excellent spelling, photo research, commissioning artists and photographers, English language teaching, proficient in Word, Excel and InDesign

e m p l o y m e n t

2010 – **Freelance Editor/Subeditor** – clients include Mary Egan Publishing, Hope Publishing, Tangible Media, Bauer Media, Fairfax Media, NZ Fashion Museum, Oratia Media, PQ Blackwell, AGM Publishing, Pearson Education, Cambridge University Press, New Holland Publishers

2014 – 2015 **Self-published** *The Little Kiwi Book of Months* (2014) and *The Little Kiwi Book of Days* (2015)

2011 – 2012 **ACP Media** (now Bauer Media), Subeditor – *Little Treasures* parenting magazine

2009 – 2010 **PQ Blackwell**, Editorial and Publishing Associate – photographic and non-fiction books

2008 – 2009 **Freelance Editor** – clients include HB Media, *NZ Listener*, Weldon Owen Sydney, Pindar NZ

2008 – 2010 **MAU Dance**, Tour Manager, Administrator and Performer – tours to Europe, UK, US

2005 – 2008 **Weldon Owen Education**, Senior Editor/Writer – children's educational books

2004 – 2005 **Freelance Subeditor/ESL Teacher** – PQ Publishing, Shore English Language School, Times Media, Pacific Magazines

2003 – 2005 **Leigh Sawmill Café**, Duty Manager, DJ

2002 – 2005 **MAU Dance**, Performer – tours to Europe and Pacific Islands

2001 – 2002 **Aspect International Language School**, Sydney, ESL Teacher

2001 **Next Media**, Sydney, Editor – *Next Music* magazine

1998 – 2000 **Scholastic New Zealand**, Editor and Art Editor – children's books

1996 – 1998 **Freelance Editor/Writer, Band Manager** – *The New Loungehead* (1988 Jazz Album of the Year), DJ, African drumming

1994 – 1996 **Trends Publishing International**, Editor – home and commercial design magazines

1988 – 1993 **Wilson & Horton**, Assistant Editor – *RTR Countdown* music magazine

q u a l i f i c a t i o n s / e d u c a t i o n

2003 – 2005 Massey University, Palmerston North – Spanish Intermediate to Advanced (extramural)

2004 General Manager's Certificate

2001 International House, Sydney – CELTA (Certificate of English Language Teaching)

2001 – 2002 University of Sydney, Sydney Institute of Technology – Spanish Intermediate

1999 – 2000 Auckland University of Technology, American British College, Barcelona – Spanish Beginners

1985 – 1987 Auckland Institute of Technology (now AUT) – Advertising and Marketing Diploma

r e f e r e e s

Geoff Blackwell – Publisher, PQ Blackwell, geoff.blackwell@pqblackwell.com, +64 21 772 123

Janine Scott – former Managing Editor, Weldon Owen Education, riot@xtra.co.nz, +64 9 413 8182

Peter Dowling – Managing Director, Oratia Media, peter@oratiamedia.com, +64 27 614 8993

Please visit franceschan.net to view written references.

o t h e r i n t e r e s t s

Biking, baking, yoga, music, Auckland Art Gallery member, City Mission Christmas Lunch volunteer

