

BEN JEAPES

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PROFILE

A highly experienced writer and editor from an academic publishing background. Accustomed to working both in a team and on own initiative.

SKILLS & ACHIEVEMENTS

- Until recent redundancy was Technical Editor for JANET(UK), operators of the 100Gbit/s JANET network that links UK universities, research organisations, colleges and schools, with the task of promoting the mission, vision and operation of JANET through a variety of channels.

Primary duties: to be briefed by technical specialists and communicate this clearly to less technically-minded readers, whether through web pages, case studies, profile interviews, brochures, technical guides, *JANET News* (the quarterly company newsletter) or any combination of these. Also proactive in identifying articles and studies to be written. Chair of *JANET News* editorial board, meeting quarterly to plan current and future issues.

Secondary duties: attend meetings to write up reports; travel to interview industry figures to profile in *JANET News*; help with preparation of marketing material; general company copy editor and proof reader, and writer for odd projects.

- Ghost writer of several novels and story collections in a variety of genres, working to strict deadlines and word counts. Also author of four novels and 18 short stories professionally published under my own name. My ghostwriting CV is available upon request.

OTHER RELEVANT EXPERIENCE

- Experienced web editor with good knowledge of Dreamweaver and HTML generally. Have helped redesign websites of present and previous employers, personally or through liaison with marketing and design department, to ensure better use of the web environment and to include content transferred from printed publications.
 - Brought a list of five journals back onto schedule by revising editorial processes. Oversaw redesign of the titles, including addition of news sections and other regular columns.
 - Editor of reports on nuclear waste disposal, removing duplicated information and making structure of the reports follow more logically, in easy-to-read and grammatical English.
 - Founder and Managing Director of own publishing firm. As well as general administration, work included establishing the company brand, preparing author contracts, co-ordinating freelance designers and typesetters, editing and marketing books, and managing outsourced book production and distribution. Similar project management at other publishing companies.
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CAREER SUMMARY

JANET(UK) Technical Editor	2004-2011
Lawtext Publishing, Witney Part-time assistant journal editor	2001-2004
Big Engine Co. Ltd, Abingdon Owner & Managing Director	2000-2003
Isis Medical Media Ltd, Oxford Developmental Editor	1998-2000
Learned Information (Europe) Ltd, Oxford Managing Editor	1991-1998
Jessica Kingsley Publishers, London Production Editor	1987-1991

SOFTWARE EXPERIENCE

word processing (Word)
e-mail (Outlook, Gmail)
DTP (InDesign, Quark, Ventura)
graphics (Photoshop, Illustrator)
spreadsheets (Excel)
databases (Filemaker, Lotus Approach, in-house company database)
HTML (Dreamweaver, Contribute, HTML Builder, manual coding)
FTP

EDUCATION

BA (Hons) Philosophy & Politics
6 'O' levels, 3 'A' levels

PERSONAL DETAILS

Age: 46
Driving licence: full

INTERESTS

Writing fiction
Church activities: member of the PCC, occasional service leadership, laptop duty
Company Secretary of flat management company
