

Jessica Stewart

Your Second Draft—Writing, Editing, Proofreading (Flatmap IT Pty Ltd)
jessica@yourseconddraft.com | 0409 923 287 | www.yourseconddraft.com

EXPERIENCE

Structural and copy editing services

- Taylor, KJ (2016) *The Price of Magic*, Black Phoenix Publishing Collective, Toowoomba
- Hird, Wendy (2017) *Three Degrees of Murder*, 3rd edition, Kindle Direct Publishing
- *Social housing and broadband: internet use and affordability for social housing residents* (2016), submission on broadband availability, Australian Communications Consumer Network
- Lengthy and confidential prospectuses for business sales
- Long form presentations and academic material for conferences
- Suites of operational documentation to manage a portfolio of 150,000 public housing assets
 - Introduced new templates, removed duplication, adopted Plain English principles, edited and proofread for spelling and grammar, and uploaded to new intranet and website
 - Drafted new operational policies, business rules and processes, step-by-step procedures and web copy for staff
- Edited NSW Government Personnel Handbook to create first online version (currently in use by staff across the NSW Government)

Writing

- Copy and ghostwriting
 - Blogs (both series and individual pieces)
 - Branding copy for websites
 - Promotional copy and long form advertisements
 - Articles
 - Professional award applications
- Executive documentation
 - Proposals, tenders, and submissions
 - Compliance modules for major legal publisher
 - Detailed technical papers and submissions proposing policy changes
 - Cabinet Minutes and papers, submissions, speeches and correspondence for executive management, Ministers, Premiers and the Member for Sydney.
- Training materials and standards
 - Drafted, edited, formatted and tested chapters of an online staff training manual
 - Drafted and edited Performance Monitoring Framework training materials
 - Drafted copy for the Australian Flexible Learning Framework website.

SKILLS

- Professional editing and proofreading on hard copy and onscreen
- Ability to handle large volumes of information and manage complex and sensitive issues for elected representatives and government executives in high-pressure environments
- Sophisticated understanding of legislative and policy frameworks
- Excellent judgement in managing stakeholders' expectations, processes and political realities and to quickly identify dominant and other interest group positions
- Excellent knowledge of grammar, spelling and language conventions
- Outstanding ability to write with beauty and precision and to bring those qualities to any text
- Ability to interpret complex technical issues and system improvements
- Ability to work to deadlines

- Proficiency in Microsoft Windows applications, Microsoft PowerPoint 2008 for Mac, Excel, TRIM, Indesign
- Experience in Jira and Word as HTML editor, and creating documents in Confluence

QUALIFICATIONS AND TRAINING

- 2017 Indesign for editors, Editors NSW
- 2015 Graduate Certificate in Editing and Publishing, University of Southern Queensland
- 2014 *Prince2 Foundation Certificate*, project management training, APM Group
- 2007 ‘Getting to the Point’, professional writing course, Plain English Foundation
- 2003 Australian Immigration Law & Practice, Centre for Continuing Legal Education, University of New South Wales
- 1996 Master of Commerce (Industrial Relations & Human Resource Management), University of New South Wales
- 1992 Bachelor of Arts, Honours (Government), University of Sydney

PROFESSIONAL MEMBERSHIPS

- Professional Member, Editors NSW (IPED)
- Member, NSW Writers’ Centre
- Black Phoenix Publishing Collective (www.blackphoenixpublishing.com)
- Jessie Street National Women’s Library

POSITIONS HELD

- 2008–present: Principal, *Your Second Draft—Writing, Editing, Proofreading*
- 2017–present: Volunteer quarterly newsletter editor, Jessie Street National Women’s Library
- 2007–2014: Senior Policy Officer, NSW Departments of Family & Community Services, Education, and Health, and the NSW Land and Housing Corporation
- 2001–2006: Office of the Hon Tanya Plibersek MP, Deputy Leader of the Opposition, Member for Sydney
- 1999–2000: Liaison Officer, Government Coordination Division, Sydney Organising Committee for the Olympic Games (SOCOG)
- 1993–1998: Policy Officer, NSW Cabinet Office and Premier’s Department

OTHER INFORMATION

I am currently pursuing a Master of Editing and Publishing. To relax, I read fiction; to stay fit, I practice martial arts, gaining my black belt in taekwondo in 2015.

REFEREES

- Wendy Hird: (0434) 336 468, email: wendy@hird.id.au
- Narelle Clark, Deputy CEO, Australian Communications Consumer Action Network: (0412) 297 043; email: narelle.clark@accan.org.au
- Marie-Pierre Cleret: (02) 9698 8528; email: mariepierrecleret@gmail.com
- Dr Dallas Baker, Director, Black Phoenix Publishing Collective: (07) 4631 5370; email: dallas.baker@usq.edu.au
- The Hon Tanya Plibersek MP, Deputy Opposition Leader and Shadow Minister for Education, Member for Sydney, Parliament of Australia: Sydney office: (02) 9379 0700 or Parliament House: (02) 6277 4404