

Simon Edward Smith

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PROFILE

- Completed a Masters in Journalism at Sheffield University.
- Trained on the Daily Mail graduate sub-editor scheme.
- High-level of subbing skills and able to work to a deadline.
- Strong interpersonal and communication skills.
- Self-motivated and enthusiastic to succeed in any given task.

WEALTH OF EXPERIENCE AND SKILLS INCLUDING

- Quickly understanding content management systems and Adobe programs.
- Familiar with online practices including SEOs, meta descriptions and image sizing.
- Highly competent and thorough in fact checking.
- Working for national and regional newspapers.
- Reworking a range of stories to fit changing word count allowance.

EMPLOYMENT

The Daily Mail: September 2017 – current

Sub-editor

- Writing headlines, subdecks, picture captions and breakers.
- Subbing work to fit live and changing InCopy page shapes.
- Checking proofs for consistency, accuracy and literals.

Goodwin Smith: September 2015 – September 2017

Leading men's footwear brand

Commissioning Editor

- Commission freelancers and edit submitted copy.
- Stay up-to-date with popular cultural and media trends.
- Source images, layout and upload content using CMS.

Nihao Magazine: September 2015 – September 2017

China Southern Airlines In-Flight Magazine

Copy editor, England

- Copyedit a range of writing styles correcting grammar, spelling and tone.
- Rewrite captions, headlines and text to ensure the magazine's style is adhered to.
- Adapt a proofing system to improve standards and efficiency.

THAT'S: November 2012 – August 2014

City Editor, Guangzhou, China

- Wrote for all sections of the magazine, including features and involved with all editorial meetings and planning pre and post publication.
- Experience writing tight, original copy with appropriate tone for online and print versions.
- Supervised through all stages of production, communicating with graphic designers, art director, the sales team, and editors on all aspects of content and design.

Shangri-la Beijing: January 2012 – November 2012

Freelance copywriter, China

- Responsible for proofreading written materials to check grammar and spelling.
- Edited and wrote copy for advertisements, brochures, newsletters, invitations and interactive presentations.

- Amended, revised or redeveloped campaigns in response to feedback from the creative director and/or clients.

Guangzhou Morning Daily: November 2011 – November 2012

Weekly English-language newspaper

Copy editor, Guangzhou, China

- Copyedited a range of different levels of grammar and English proficiency from novice to experienced native writers.
- Interviewed ex-pats for articles about their life in Guangzhou.
- Online blogging including photo essay features.

WORK EXPERIENCE

White Light Media: September 2015

- Produced copy for their wine and spirits magazine [Hot Rum Cow](#).
- Researched and wrote the weekly newsletter for World Whisky Day.
- Conducted interviews for clients Maersk Oil UK for their new title Shelf.

VICE UK: July 2015

- Quickly and accurately transcribed interviews.
- Pitched features in weekly editorial meetings.
- Wrote snubs and edited and polished translated international content.

Lancashire Evening Post: May 2011

- Assisted reporters on assignments including, gathering quotes, note taking and research.
- Corrected and re-formatted photo captions, tables of contents, and cover proofs.
- Produced news and comment articles for both the print and online edition.

EDUCATION

MA Journalism (PPA Accredited), University of Sheffield: 2014 – 2015

Developed many skills during the process of creating three magazines from concept to publication including multi-platform, flatplanning, photofilms, business plans and mood boarding. Completed in-depth modules in Shorthand, Media Law and the Ethics of Journalism.

MA Creative Writing, Lancaster University: 2010 – 2011 (Class representative)

Attended intensive workshops and seminars involving editing 8,000 words of varying styles each week and justifying our suggested changes to colleagues and lecturers, including award-winning writers.

BA Fashion and Brand Promotion, University Of Central Lancashire: 2006 – 2009

Produced a full marketing campaign for an event at the Hard Rock Café. The assignment involved comprehensive research of venues and organizers. In addition, a detailed cost analysis of the event itself was conducted.

Stonyhurst College Public School: 2004 – 2006

3 A-level Passes, Biology, Art, English Language (Highest mark in editorial examination)

REFERENCES

- Philip Coutts – Chief Sub-Editor at Scottish Daily Mail (philip.coutts@dailymail.co.uk)
- Jane Kent – Managing Editor at The Post and Grey Bruce This Week in Hanover, Ontario (jkent@postmedia.com)