

# Hannah Giles

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## CAREER SUMMARY

### 2009/22 Freelance Writer/Editor, Home-based

- Researching, writing and editing original blog posts, guest posts and articles on a variety of topics for online publications across multiple niches
- Editing copy submitted by freelance writers, and collaborating with remote colleagues through Trello, Google Docs and Skype, etc.
- Writing pillar pages, reoptimizing and revising website pages, creating static website content, and incorporating keywords and phrases, working for clients including SpaSeekers and the Rise at Seven agency
- Working to brief and generating original ideas, sourcing images where required, and publishing content via WordPress and other CMS platforms
- Writing a range of sales copy, including summaries, promotional brochures and course descriptions
- Writing articles based on one-to-one interviews, reviewing regional theatre productions, and producing news from press releases for online theatre magazine *What's on Stage* (until 2015)
- Contributing book reviews for Macmillan Cancer Support; and writing/editing website content for non-profit organisations, including the International Professors' Project, Kitega Community Centre (Uganda), United Nations Volunteers, and the International Women's Coffee Alliance

### 2018/22 Freelance Editor, Curation Corp, Home-based

- Editing and, where necessary, rewriting disruptive news abstracts on a range of topics, including sustainability, net-zero and the circular economy, for a subscription-based service
- Working remotely as part of an editorial team, collaborating via Slack and utilising an in-house CMS
- Adhering to daily deadlines, working to an in-house style guide, fact-checking, and improving readability

### 2008/18 Freelance Legal Editor, LexisNexis UK, Home-based

- Summarising journal articles, reports, press releases, regulatory and quasi-regulatory material for online publication, covering all aspects of English law, plus accountancy and taxation topics
- Sourcing, writing and editing interviews with legal professionals for 500+-word news analysis articles

### 2005/06 News Editor, LexisNexis UK, London

- Commissioning, editing, and publishing daily legal news articles, liaising with freelance journalists

### 2004 Broadcasting Intern, BBC News, Washington D.C., USA

- Providing support to broadcast journalists and editors, as required, assisting with interviews and outside broadcasts, and monitoring news feeds

### 2002/03 Publishing & Editorial Assistant, LexisNexis UK, London

- Compiling a monthly newsletter on property law for the Law Society, conducting market research, and providing ad hoc administrative assistance, as required
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## PROFESSIONAL DEVELOPMENT

- Certification in Content Marketing, HubSpot (2022)
  - Diploma in Freelance Journalism (Honours), London School of Journalism (2015)
  - Diploma in Copywriting (Distinction), College of Media and Publishing (2015)
  - Foundation Skills Certificate (Print Journalism), Journalism Training Centre (2002)
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## EDUCATION AND QUALIFICATIONS

<b>Academic Certificate</b>	Feature Film Writing, UCLA Extension (2020 to 2022)
<b>MA (Distinction)</b>	Creative Writing, Teesside University (2019 to 2021)
<b>MA (Distinction)</b>	Writing for Performance and Publication, University of Leeds (2009 to 2011)
<b>MA (Research)</b>	History, University of Leeds (2006 to 2008) (full-time study)
<b>BA (Hons.) 2.1</b>	Business, Anglia Ruskin (formerly Polytechnic) University, Cambridge (1998 to 2001)

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## ADDITIONAL EXPERIENCE

### 2016 English Teacher (Volunteer), Valencia, Spain

- Completing a two-week travel and English teaching placement

### 2013 Trinity CertTESOL, Oxford House Language School, Barcelona, Spain

- Training in teaching English as a foreign language, including preparing and delivering lessons to adults