

# VIVIENNE AINSLIE

## PROFILE

A highly motivated individual with many years experience in various office roles. Excellent English, grammar and punctuation skills. Extremely high attention to detail, keen eye, and questioning mind. Extremely competent at Microsoft Office and various other applications and databases. Personable with the ability to talk to people from all backgrounds and organisations.


## AREAS OF EXPERTISE

- Proofreading and editing & copywriting
- Document design
- Managing calendars, filing and organisation including time management
- Customer Service
- Database update and administration
- Developing policies and procedures
- Writing and Editing

## CAREER/LIFE ACHIEVEMENTS

- Setting up my own companies on part time basis
- Becoming expert in two databases and passing that expertise on to over 100 colleagues
- Organising large events including arranging venue, catering, audio visual, IT aspects and attendees
- Creating websites and overcoming some of the technical issues that come with that
- Discovering the ability to write for different voices
- Attaining high passes in degree after many years out of learning arena
- Completing large scale projects for DWP on time within budget
- Winner of Plain English Award (Inside Write)

## CONTACT

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## EDUCATION

### Fleetwood Grammar School

Attained 6 'O' Level passes in: English Language, English Literature, Geography, History, Biology & Art

## CONTINUED DEVELOPMENT

### Open University

BSc in Combined Social Sciences (ongoing)

### Association for Project Management

Attained pass in Project Management

### Professional Body Membership

- Society for Editors & Proofreaders (SfEP)
- Pro Copywriters

# VIVIENNE AINSLIE

## PROFESSIONAL EXPERIENCE

### Phoenix Proofreading (Own company)

April 2017- Present

- Checking documents for accuracy, punctuation, grammar etc and marking up copy using BSI Proofreader's Marks
- Discussing brief with clients, advising best service for their particular needs, arranging timetable and preparing quotation for work
- Writing engaging copy according to client needs and business type

### NHS Blackpool

December 2006- March 2013

Public Health Facilitator

- Managing a service provided by Blackpool GP practices and pharmacies, including training staff, auditing results and arranging payment
- Arranging and servicing meetings
- Organising training events and conferences

### Corporate Document Services Ltd, Leeds

January 1992 - May 2000

Technical Author/Managing Editor

- Writing computer user and job manuals using Adobe PageMaker (now InDesign)
- Dealing with designers, printers and clients
- Taking briefs from clients; developing style conventions/guide and timetable for production
- Working to budget and timescales

### Blackpool Council

April 2013 - March 2017

Public Health Facilitator

- Assisting in tender process, managing contracts
- Interrogating databases, auditing data and arranging payment for services
- Arranging and servicing meetings
- Writing up minutes, reports and preparing presentations

### Noticias Agencias Mediterraneo S.L

May 2004 - September 2006

Proofreader, Copyeditor and article writer

- Proofreading and copyediting articles and content for English Language Newspaper in Spain (Costa Almeria News)
- Writing articles as and when needed
- Dealing with contributors of different nationalities

### Benefits Agency (Now DWP)

December 1978- December 1992

Administration Officer/Executive Officer

- Various roles administering and decision making for UK benefits such as War Pensions
- Devising 13 week training course, training staff and job manual writing
- Managing staff