

BELINDA GALLAGHER

FREELANCE EDITOR

CONTACT

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<https://www.bgeditorial.co.uk/>

KEY SKILLS

Copyediting
Copywriting
Proofreading
Research and fact-checking
Project management
Planning of new concepts
and ideas

Excellent knowledge of:
Adobe InDesign
Adobe Acrobat
Microsoft Office
Zoom/Microsoft Teams
Google Workspace

I am a member of CIEP
(Chartered Institute of Editing and
Proofreading)

EDUCATION

A-Levels French, History, English
Literature

INTERESTS

Walking, running and hiking
Nature and the outdoors
Huge animal lover
Book browsing, shopping and
reading
Planning trips and travel

PROFILE

An experienced editor of illustrated non-fiction books for children and adults. I work with publishers on a freelance basis, providing a full range of editorial support from proofreading to project management. Before freelancing, I worked in-house for a children's publisher alongside a busy creative team of editors and designers. I am a calm, organised communicator with proven problem-solving skills, and a track record of delivering excellent work to briefs and schedules.

EXPERIENCE

FREELANCE EDITOR, MAY 2023–PRESENT

- Copyediting and proofreading illustrated non-fiction books for children and adults
- Consulting and fact-checking text and information for accuracy
- Project management of books from manuscript to printed copies
- Inputting text updates to files in InDesign, working with a consultant and a DE&I specialist
- Commissioned author of nine non-fiction books for children over the last three years, published by Arcturus Publishing and Ruby Tuesday Books
- Picture research and artwork commissioning for illustrated books
- Preparation of manuscripts for design
- Reformatting and revising new editions of existing books

EDITOR–PUBLISHING DIRECTOR, MILES KELLY 1999–2023

- Set up effective working methods for a busy creative department to ensure books were published on schedule and to budget
- Managed the publication programme to keep track of new titles, reprints and co-editions.
- Problem-solved workload issues and scheduling bottlenecks
- Established excellent working relationships with authors, illustrators and consultants to create high-quality content
- Came up with new ideas and book projects to be presented to sales and marketing
- Stayed up to date with publishing trends and standards
- Reviewed book proposals and unsolicited manuscripts

EDITOR, BRIMAX BOOKS 1987–1999

I began my career at children's publisher Brimax Books, as an editorial assistant. I was professionally trained in-house and completed numerous courses at training centres in London