

Richard Hill

Date of birth 31 July, 1966
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Capable and versatile media all-rounder with editorial, publishing, management and training experience. Skills include writing, research, sub-editing, page layout, website design and training. Strong verbal, written and graphic communication skills. Excellent knowledge of computer hardware, software and internet solutions.

Work experience

Jan 2001-present Freelance writer and editor, Bath

Writes features and reviews for consumer and business publications and websites including AOL, Digital Home, Internet Works, Laptop, MacUser, PC Plus and T3. Author of Simply Mac OS X book. Editor of WAP magazine. Launch production editor of Digital Home, Practical Web Pages and Windows XP Complete Guide magazines. Designer of C Change website (www.cchange.net). Provided information and advice under IAG/NextStep scheme for clients of Drugs and Homeless Initiative and Big Issue Foundation.

Aug 1999-Dec 2000 Launch editor, Mobile Computer User, Future Publishing, Bath

Managed small team producing magazine, website and CD-ROM content, ensuring schedule and budget requirements were met. Staff management included progress reviews, in-house training, coordinating external training. Planned and commissioned editorial content.

Dec 1996-Aug 1999 Deputy editor, MacFormat, Future Publishing, Bath

July 1995-Dec 1996 News editor, MacFormat

July 1994-July 1995 Staff writer, MacFormat

Planned, researched and wrote content for magazine, website and CD-ROM. Managed and trained junior staff. Managed key magazine sections through entire production cycle. Planned and commissioned editorial content.

Mar 1993-Feb 1994 *Training officer (short-term contract)*

CSV Media/BBC Radio WM Campaigns and Training Unit, Birmingham

Delivered training of radio journalism skills to groups of long-term unemployed people, offering hands-on experience of techniques such as recording, interviewing, editing and mixing. Also delivered training in complementary areas, including basic computer use and word processing. Worked within team producing social action campaigns for BBC Radio WM. Assisted the Project Manager in the research and production of broadcast material. Coordinated helpline support service. Compiled and designed campaign factsheets.

1988-2000 *Freelance media work*

Managed stand-alone publishing projects, such as catalogues, supplements, promotional CD-ROMs and websites.

Additional skills

Extensive experience of Mac OS X and Microsoft Windows. Word processing. Desktop publishing and page layout. Spreadsheet use. Database creation and use. Internet use including web, email and FTP. Website publishing and administration including CGI, CSS, HTML, MySQL, PHP and RSS. Operating system and network administration. Software experience includes Adobe InDesign CS, Adobe Photoshop CS, Macromedia Dreamweaver MX, Microsoft Excel, Microsoft Word, QuarkXPress.

Qualifications

BA (Hons) Graphic Design & Illustration. Three A-Levels: Applied Mathematics, Art and Computer Science. Ten O-Levels including English Language and Mathematics. City & Guilds 779 Radio Journalism.

Education

1985-8	The Institute of Art and Design, City of Birmingham Polytechnic, Birmingham
1984-5	Nene College, Northampton
1977-84	The Royal Latin School, Buckingham