



RESUME

ABN: 76714228736

Objective

To explore my creativity by working on long and short term freelance contracts.

Writing and Editorial Background

Writing: Professional writer for 9 years.

Experience with short magazine articles and features, newspaper segments, business media, newsletters, electronic magazines and newsletters, promotional material, blog and web writing.

Editing: Editor of two electronic newsletters, various corporate, business, educational, and hobby materials (from memos to white papers). Experienced in copyediting, content editing, and proofreading.

Design: Newsletter, brochure, invitation, flier, greeting card, certificate, blog and web site designs. With respect to professional look, functionality, appropriate content, clarity and customer specifications.

Internet Publishing: Designer, programmer, administrator, and webmaster for 5 detailed web sites. Experienced with HTML, CSS, PHP, ASP, SQL, and Javascript. Familiar with Frontpage and WYSIWYG design programs. Preference for hard coding with Notepad, and FTP.

Available Software/Hardware: Microsoft Office 2003 with compatibility to 2007 and Mac versions. Paint Shop Pro 9, Photoshop 6. Able to create PDF or transform to HTML. Access to FTP, Broadband Internet, Email, portable drives/storage, and CD/DVD writable hardware.

Education

1997, Waldorf Institute, Bibra Lake
1995 - 1997, Armadale Senior High School

Reference

Janie Clark, Hoo Knows Editor-in-Chief
Phone: +1 479 253 8282

Maxine Wright, Independent Business Owner
Phone: +61 9497 9758

Rebecca Laffar-Smith

Freelance Writer

55 Gribble Avenue
Armadale, W.A. 6112
Australia

Mobile: 61423 037 054

Email: rebecca.laffarsmith@gmail.com

Web: <http://www.rebeccalaffarsmith.com>

Latest Work Experience

January 2008, Freelance Writer
Hoo Knows - Janie Clark
Regular 125 & 50 word articles for resource library.

January 2008, Writer and Designer
Maxine Wright
Web copy writing and design of professional online site, online catalogue presentation, product advertising copy, Paypal, eBay and Credit Card integration.

January 2008, Editor
Big Cause - Social Marketing and Communications Agency
Full edit, critique, and layout of poetry chapbook with an short deadline turnaround.

October 2005 - Present
Sumit Sharma
Regular copy editing projects totaling 70,000 words.

Volunteer Work

July 2008 - Present, Chief Executive Officer
Simon's Auctions (simonsauctions.net)
Website design, content, and administration.

April 2007 - July 2007, Monthly E-zine Editor
PPP Poetic News
Design, edit, and writing of 4 issues relating to learning, writing, and enjoying poetry.

December 2001 - December 2002, Monthly E-zine Editor
Outlanda Games - Online Role-Playing Community
Design, edit, and writing of 13 issues relating to the online gaming community.

Awards

Editor's Choice Award
September 1997
- A Winding Road
The Liquid Mirror
ISBN 1 57553 444 4