

## **Hannah Giles**

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### **CAREER SUMMARY**

**2009/26**

#### **Freelance Writer & Editor, Home-based**

- Researching, writing and editing original blog posts, guest posts, and SEO articles on a variety of topics for online publications across multiple niches, including arts, travel, leisure, and history.
- Working to brief and generating original ideas, sourcing images where required, and publishing content via WordPress and other CMS platforms for clients including SpaSeekers and Love Inc.
- Editing copy 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 both clients and agencies.
- Converting PDF courses to an e-learning platform for the Institute of Heraldic and Genealogical Studies.
- Writing a range of marketing 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.

**2018/24**

#### **Freelance Editor, Curation Corp, Home-based**

- Writing and editing news abstracts on topics including clinical trials, telecoms, property, and retail.
- 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**

- Diploma in Copywriting (Distinction), College of Media and Publishing (2015)
- Diploma in Freelance Journalism (Honours), London School of Journalism (2015)
- Foundation Skills Certificate (Print Journalism), Journalism Training Centre (2002)

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### **EDUCATION AND QUALIFICATIONS**

|                            |                                                                             |
|----------------------------|-----------------------------------------------------------------------------|
| <b>Certificate (Dist.)</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 University, Cambridge (1998 to 2001)                |

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### **ADDITIONAL EXPERIENCE**

**2025**

#### **Tefl.org**

40-hour Teaching English Online + Online Teaching Practice

**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 – with observed and unobserved teaching hours