

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.

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)

EDUCATION AND QUALIFICATIONS

Certificate (Dist.)	Feature Film Writing, UCLA Extension (2020 to 2022)
MA (Distinction)	Creative Writing, Teesside University (2019 to 2021)
MA (Distinction)	Writing for Performance and Publication, University of Leeds (2009 to 2011)
MA (Research)	History, University of Leeds (2006 to 2008) (full-time study)
BA (Hons.) 2.1	Business, Anglia Ruskin University, Cambridge (1998 to 2001)

TEACHING EXPERIENCE

2025/26

TEFL.org

120-hour TEFL; 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