

RESUME for May LOOK

Tel: (416) 822-4991  **E-mail:** lookcaa@lookcreative.net 

Web site: <http://www.lookcreative.net>

CAREER OBJECTIVES

To provide a professional editing and writing service; to grow creatively together with dynamic companies that will use my editing, writing, problem-solving, administrative, and management skills to their full potential; and to acquire new skills in and contribute to innovations in publishing, electronic media, and e-Learning

TERTIARY EDUCATION

1982–1985: BSc(Hon) in Molecular Genetics & Applied Microbiology, University of the Witwatersrand, Johannesburg, Republic of South Africa. Graduated January 1986.

1990–1991: Diploma in Advertising, International Correspondence School, London, England. Diploma awarded in November 1991.

HOBBIES & INTERESTS

Reading; Writing (fiction, non-fiction, songs); Golf; Running; Cycling; All types of racket sports; Traveling; Music; Knitting; Astronomy; History

LANGUAGE PROFICIENCY

Native English speaker; Afrikaans (a South African dialect of Dutch origin)

COMPUTER PROFICIENCY

Hardware: Notebook PC running on Windows 7; Bamboo Pen; Ink Jet Printer

Software: Microsoft Office programs including Word, Excel, and PowerPoint; MS Publisher; Adobe Acrobat Professional; PhotoShop; Macromedia software for Web graphics design; Windows Live; Internet Explorer; Moxilla Firefox

Basic Web page design and management, and uploading via FTP

CHRONOLOGY OF EMPLOYMENT / WORK EXPERIENCE

May 1999–present: Freelance Editor / Writer (a voting member with the Editors' Association of Canada since June 1999)

❖ Copy and developmental editing in the English language

My services also include indexing, proof reading, technical-content and structural editing, rewriting, original writing, and manuscript formatting.

I specialize—but do not work exclusively—in the editing of material related to the Graduate and Research level sciences. With my science background, I can provide technical editing of material related to Biochemistry, Biotechnology, Molecular Genetics, and Microbiology. I have copy edited, produced, and project-managed international scientific journals and books in these areas as well as in the subjects of Chemistry, Nuclear Physics, General Surgery, and Business Studies.

Past and Current Clients:

Academic, Educational, and STM Publishers: BC Decker / Dekker IP, Core Health Services Inc./Mechanisms in Medicine Inc., Elsevier Canada, GEX Publishing Services, Irwin Publishing, John Wiley Canada, Pearson Education Canada, McGraw Hill Canada, National Research Council of Canada Press, Springer-Verlag Singapore

International Scientific and Medical Societies: Korean Society for Microbiology and Biotechnology, Society of Obstetricians and Gynaecologists of Canada

e-Learning Companies: Nitromedia Communications Inc., The Learning Library

Language Services: All Languages (Canada), Editage: Cactus Communications (India), IMC Information Solutions (Canada), Proper English AB (Sweden)

Individual Clients: Scientists and postgraduate students (published an e-book and a web site for Dr. Kang Whan Ju; available at <http://www.CFLETheory.com>)

❖ **Lecturing (including writing of original workshop notes and lesson exercises, customized for application to specific subject disciplines)**

June 20-23, 2005: Conducted a 4-day ESL workshop, "Writing Research Papers and Common Errors in English Grammar," at Yonsei University, Seoul, Korea (attendees were researchers and postgraduate students in the fields of Molecular Biology and Chemistry)

June 24, 2005: Conducted a 1-day lecture, "Research Writing and English Grammar," at Korea University, Seoul, Korea (attendees were researchers and post/undergraduate students in the School of Engineering)

4 Jan 2000–25 Jul 2000: Subject Matter Expert–Chemistry (6-month contract term), Nitromedia Communications Inc, Toronto ON, Canada

- ❖ Content extraction and rewriting of first-year college-level Chemistry for an Internet course, including material for theory and video lectures and new practice and exam questions
- ❖ Contributing to game simulation ideas for enhanced interactive teaching of Chemistry online
- ❖ Ensuring accuracy of content produced by in-house scriptwriters, animators, and programmers
- ❖ Setting the procedures and guidelines of content extraction for other Subject Matter Experts

Oct 1998–May 1999: Senior Editor, Springer-Verlag Singapore Pte Ltd, Singapore

Original Job Description: To oversee the Singapore office on all regional (NE and SE Asia, Australasia, and Australia) editorial affairs, reporting to the Managing Director of Springer-Verlag Hong Kong & Singapore. In the short term up to my emigration to Canada, I performed the following tasks:

- ❖ Liaised with authors and journal editors on contractual and other editorial matters
- ❖ Managed all in-house editorial affairs, including overseeing the editors in the department and allocating duties to them together with the Senior Production Editor.
- ❖ Performed project appraisals and recommended the rejection or acceptance of projects to the Managing Director
- ❖ Continued to copy edit and project-manage the publications originally under my care as Editor.

Sept 1996–Sept 1998: Editor, Springer-Verlag Singapore Pte Ltd, Singapore

- ❖ Acquisitions (acquired four new journals in the Life Sciences area, and book projects in the areas of Life Sciences, Mathematics, and Computer Science)
- ❖ Evaluated regional author potentials; traveled frequently to meet with academic authors in Malaysia, South Korea, Hong Kong, Germany, and New York

- ❖ Performed market research, book reviews, and related administrative work
 - ❖ Oversaw the local Web site development and was responsible for its update and management
 - ❖ Copy edited and project-managed several books and journals (*Asian Journal of Surgery; Chinese Chemical Letters; International Journal of Biochemistry; Journal of Microbiology & Biotechnology; Molecules & Cells*)
 - ❖ Dealt with filming and printing vendors
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Feb 1994–Jul 1996: Editor, World Scientific Publishing Co, Pte Ltd, Singapore

- ❖ Copy edited and project-managed 65 book projects and 4 academic journals (*Asian Journal of Business; International Journal of Bifurcation and Chaos; Journal of Enterprising Culture; Journal of Modern Physics–Nuclear Physics*)
 - ❖ Dealt with filming and printing vendors
 - ❖ Acquisitions (acquired mostly conference proceedings projects in Physics and Computer Science)
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Aug 1986–Oct 1993: Teaching Assistant / Technician, Biochemistry Department, The Chinese University of Hong Kong, HK

- ❖ Taught laboratory classes and conducted tutorial sessions to Medical and Science undergraduates taking the Biochemistry course
 - ❖ Performed research related to cancer studies and Chinese traditional herbs
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Mar 1986–Aug 1986: Research Assistant, Microbiology Department, University of Hong Kong, HK

- ❖ Performed research on improving monoclonal antibodies production and DNA transfection techniques
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Aug 1987–Aug 1989: Resident Tutor, Student Hall, Chinese University of Hong Kong, HK

- ❖ Provided counseling to resident students after work hours
- ❖ Oversaw and arranged social events in the Hall
- ❖ Monitored student conduct in the Hall

I was remunerated with free lodging at the student hall.

PROFESSIONAL REFERENCES

Available References in Hard Copy

- ❖ Mr. Maurice Kwong, Managing Director, Springer-Verlag Hong Kong, HK
- ❖ Mrs. Doreen Liu, Managing Director, World Scientific Publishing Co, Singapore
- ❖ Prof. Y.M. Choy, Reader, Department of Biochemistry, Chinese University of Hong Kong, HK
- ❖ Dr. C.M. Lee, Group Leader, Abbott Laboratories, IL, USA

References Available upon Request

- ❖ Ms. Lynne Gulliver, Project Coordinator (Math), Secondary School Division, Pearson Education Canada
 - ❖ Ms. Martina van der Velde, Managing Developmental Editor, Elsevier Canada
 - ❖ Ms. Susan Cooper, Special Projects Editor, BC Decker, Canada
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