

# CURRICULUM VITAE

## Naomi Ann Laredo

The Old School House  
74 High Street  
Swavesey  
CAMBRIDGE CB24 4QU  
UK

TEL: (+44) 1954 231713  
FAX: (+44) 1954 205061  
EMAIL: [naomi@smallprint.co.uk](mailto:naomi@smallprint.co.uk)

### EMPLOYMENT HISTORY

#### 1986– SMALL PRINT PUBLISHING SERVICES

Proprietor of editorial, production and translation services business.

*Services include:* Copy-editing and proofreading, translation to/from most languages, project management, design and page layout, picture research, photography, audio scripting and production.

*Subjects include:* English and foreign language teaching (schools/home study), phrase books, travel guides, business, music, vocational training, general humanities at secondary and tertiary levels.

*See leaflet or [www.smallprint.co.uk](http://www.smallprint.co.uk) for further details.*

#### 1978–86 LINGUAPHONE INSTITUTE LTD, London (publisher of home-study language courses)

##### 1982–86 Senior Editor

##### 1978–82 Editor

Course planning and design, commissioning authors and illustrators, preparing budgets and schedules, editing and proofreading, picture research, preparing recording scripts, attending recordings and checking final tapes. Research into electronic publishing, typesetting and word processing. Author of Linguaphone's *Key to Spanish*, which won an award for most innovative software at the 1982 Chicago Consumer Electronics Show.

#### 1977–78 BARRACUDA BOOKS LTD, Chesham/Buckingham (publisher of illustrated local history books)

##### Editorial and production assistant

Copy-editing and proofreading, indexing, progress chasing, liaising with typesetters and printers.

## QUALIFICATIONS

- 1996**      **Registered Copy-editor and Proofreader**  
(Society for Editors and Proofreaders)
- 1977**      **B.A. Hons, Cambridge University**  
Modern and Medieval Languages: French and German (upper 2nd class)
- 1971–3**    **A Levels**  
French, German, Music (all at Grade A)  
**O Levels**  
English Language, English Literature, French, Geography, German, Latin, Maths,  
Music, Physics, Spanish (all at Grade A)

## SKILLS AND INTERESTS

- LANGUAGES      Mother tongue **English**  
Translation from **Dutch, French, German** and **Spanish** into English  
Editing and proofreading in **French, German** and **Spanish**  
Good spoken **French** and **German**
- TECHNICAL  
SKILLS &  
TRAINING      **On-screen editing** (Word)  
*SfEP: Editing for the web, 2002; On-screen editing, 1996*  
**Page layout** (QuarkXPress and InDesign)  
*Systems Support, Cambridge: InDesign CS2 Intermediate, 2007;*  
*Publishing Training Centre: Scanning, 1999; Advanced QuarkXPress*  
*and QuarkXPress for production staff, 1998*
- CURRENT  
EQUIPMENT      PC with Word, QuarkXPress 4 & 6, CorelDraw, Corel PhotoPaint, Acrobat 6  
PostScript laser printer, colour printer/scanner/copier/fax
- PROFESSIONAL  
MEMBERSHIPS      Advanced Member & Honorary Member,  
Society for Editors and Proofreaders
- PROFESSIONAL  
& LEISURE  
INTERESTS      Book and graphic design  
Electronic and multimedia publishing  
Language and language-learning  
Classical music (amateur violinist)  
Philosophy and religions  
Local and social history  
Art and architecture  
Gardening  
Bell ringing  
Independent travel (own motor-caravan conversion)
- DRIVING      Clean driving licence since 1973