

# AMY C QUICK

Writer, Editor, Trainer

amy@aquickword.net • aquickword.net • dual UK-US citizen

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## ¶ SKILLS AND KNOWLEDGE

- Natural and honed talent for shaping written content to fit a particular audience, purpose, voice
- Experience in thought leadership, copywriting, marketing, ghostwriting, cybersecurity content
- Seasoned writing-workshop facilitator (analysis, digital, marketing, reports, blogs), remote and on site
- Practical knowledge of common style: Oxford, *The Economist*, University of Chicago, AP
- Proficient in: MS Office suite; Google applications; Apple software; social media; Adobe InDesign/InCopy, Acrobat, Dreamweaver; HTML; WordPress; SharePoint, JIRA, other CMS programs
- Some experience with Quark Xpress; Adobe Photoshop
- British English or (native) American English, with full working knowledge of nuanced differences

## ¶ FREELANCE EMPLOYMENT

January 2004–present

Past and current clients:

### PRINT: EDITING/WRITING

- BBC's *Good Food* magazine
- *Bon Appétit* food magazine
- *URB* music magazine
- Canon Communications (nutritional and trade magazines, conference materials)
- *Vintage Racecar* magazine
- *Concrete Wave* skating magazine
- *Skirt!* magazine
- *Bodyguard* magazine
- Control Risks (see below)
- Random House (cookbook)
- Roxbury Press (fiction)
- Tallfellow Press (fiction)
- Balcony Press (non-fiction)
- Dramaline (drama)
- Barnhardt & Ashe (non-fiction)

### ONLINE: EDITING/WRITING

- Deloitte
- McKinsey
- Longitude, an FT company
- Elemendar
- Digital Shadows
- Moravia
- Bonappetit.com
- eHow.com
- Kabateck Brown & Kellner LLP
- "Desire"
- InFITnity
- McCormick Team

### TRAINING & OTHER

- Deloitte writing workshops (Amsterdam, Munich, Milan, Madrid, Copenhagen, Dublin, London)
- S-RM writing workshops (London)
- Mishcon de Reya LLP (London)
- Wagstaff Worldwide PR
- Los Angeles Office of the Mayor annual report
- Merle Norman Cosmetics packaging
- Terry Hines Advertising
- 30sixty Design ad copy
- Ignited Design ad copy
- Rubin Postaer and Associates ad copy
- Knightsbridge Theatre PR

## ¶ PERMANENT EMPLOYMENT

### MANAGING EDITOR

Jan 2018–April 2024

**ReliaQuest** (formerly Digital Shadows), London, remote: Cybersecurity firm

- Edited cyber-threat intelligence reports, blogs, papers, profiles, marketing materials
- Managed editing workflow and team of freelance copyeditors
- Acted as voice of authority for style globally; developed and maintain style guide
- Developed and led writing workshops covering report writing, grammar, reviewing

### MANAGING EDITOR

May 2013–Dec 2015

**Control Risks**, London: Risk-analysis firm

- Edited reports, proposals, marketing materials for B2B audience
- Acted as voice of authority for style in EMEA, advising editors, leading meetings
- Created and led writing workshops in London, Singapore, Shanghai, Sydney, Dubai offices: analytical report writing (cyber risk, due diligence, political risk), marketing copy, grammar, reviewing
- Conducted editorial and template training sessions
- Provided individual consultation to encourage creativity and visual appeal of writing
- Played lead role in global launch of customised Word templates; delivered video and in-person tutorials, and acted as point person for company-wide questions and issues with template use

### EDITOR

Sept 2011–May 2013

**SUB-EDITOR**  
2010–2011

**IHS Jane's**, London: Magazine publisher

- Copy-edited eight magazine titles for grammar, style, accuracy
- Created headlines and subheads for articles
- Copy-edited daily online articles with JEDI, an online CMS
- Laid out magazine articles in InDesign

**FEATURES EDITOR,  
ASSOCIATE EDITOR**  
2009–2010

**C-Hab/Creative Habitat**, London: Online news/resource provider for creative industry

- Researched and wrote features on latest trends in the arts
- Commissioned articles from freelance writers
- Managed and assigned articles to freelance and in-house writers
- Scheduled and enforced deadlines for writers
- Edited and re-wrote articles for effectiveness
- Generated ideas for features and themes of site to generate site traffic
- Selected features to be published and improved their layout and artwork

**EDITOR, WRITER**  
2001–2002

**Gayot Publications**, Los Angeles: Travel, food, wine guide publisher

- Researched, wrote, edited, formatted, and posted online articles and reviews
- Updated four widely trafficked websites on a daily basis based on SEO success
- Liaised with public relations firms
- Laid out pages and formatted graphics
- Helped develop the focus and direction of websites to broaden audience base
- Enforced rules of company style guide
- Assisted in set-up of online search tool for restaurant and hotel reviews

**ASSISTANT EDITOR**  
2000–2001

**Canon Communications LLC**, Los Angeles: Magazine publisher, trade-show producer

- Solicited feature articles for magazines from industry experts
- Edited magazine articles from typescript to final printing
- Liaised with authors, reviewers, production staff, and sales staff
- Researched, interviewed, and wrote news stories, trade show preview articles, and product descriptions for award-winning magazines

**EDITOR, PROOFREADER**  
1999–2000

**National Board of Medical Examiners**, Philadelphia: Authors of US Medical License Exam

- Edited and proofread annual report and newsletter
- Initiated project to produce in-house style guide
- Wrote and produced in-house style guide with input from staff
- Maintained and edited all website and CD-ROM content for prospective exam-takers
- Wrote articles for newsletter and website
- Researched and implemented new strategies of Web editing and writing

**MANUSCRIPT EDITOR**  
1998–1999

**The American College**, Philadelphia: Distance-learning college

- Copy-edited textbook typescripts for publication
- Coordinated and documented stages of textbook production
- Edited typescript of speeches and essays

## ¶ EDUCATION

**BA DEGREE**

**Syracuse University College of Arts and Sciences**, Syracuse, New York

- Studied English and Textual Studies; Drama
- Graduated cum laude
- Honours: Dean's List, Glenn D Appleby Scholarship, Dean's Scholarship, Tozer Foundation Scholarship
- International study at Syracuse University London Centre

**CERTIFICATION**

**Temple University** editing programme, Philadelphia, Pennsylvania