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David Howell

(Nexus Publishing)

PROFILE

Dave Howell is a freelance journalist and writer with a wide range of experience writing for newspapers, consumer magazines and trade and contract publishers. He is also the author of five books. Proven skills in research, editing, time management and design. Extensive knowledge of Internet related issues especially those relating to online retailing. He has excellent analytical skills and problem solving and is able to work as part of a team but also unaided on own initiative.

MAJOR ACHIEVEMENTS

- Developed Nexus Publishing into a successful freelance writing business over the last five years.
- Superb written, oral and inter-personal skills.
- Able to describe and explain complex systems in plain English.
- Expert knowledge of MS Office. Specialist skills with Windows, Mac OS and the Internet.
- Able to work on own initiative and also as an integral part of a team when required.
- Thorough understanding of customer focused marketing and instructional materials.
- Organised and able to work closely to a brief and always meet set deadlines.
- Author of five books including Internet and business guides aimed at the lay reader.
- Launch editor of Windows Advisor (www.windowsadvisor.co.uk) that offers a plain English guide to Microsoft's Windows.
- Managed online bookshop for three years including developing the website using a content management system. Handled content and promotions with a team of three people.
- Single handedly developed and built the computing, business, science fiction and fantasy and audio book categories of Streets Online (www.streetsonline.co.uk) as a content editor.
- Strengthened the communication between site teams and publishers and suppliers. Also improved the IT infrastructure that supports each site.
- Kept customer facing site running smoothly while downsizing took place.
- Developed a new book offering for the MVC chain of 89 stores. A core range of books is now in place as part of each stores complementary lines. Expected books sales in store this year are expected to equal that of the online book operation.

CAREER HISTORY

Freelance Journalist and Writer (full-time)
September 2002 to present

- Have developed my writing business (Nexus Publishing) into a full-time occupation.
- Clients include all the currently available computer and technology magazines (consumer) and trade magazines from a number of contract publishers.
- Specialise in computing and technology writing.
- Write regularly for Internet related publications.
- Strong knowledge of the aspects of teaching complex technical procedures to novice users.
- Launch editor of Windows Advisor (www.windowsadvisor.co.uk) that gives plain English advice to Windows users.
- Have written for the Guardian and Telegraph newspapers.
- Detailed understanding of how to write for a specific market.
- Am able to modify writing style to suite publication.

Site Content Manager – Streets Online (full-time)

May 1999 - September 2002

- Responsible for the entire contents of the book site Alphabetstreet.
- Managed the work of a team of three, plus liaised with the design and IT support teams
- Set-up weekly promotions.
- Maintained data on key performance indicators.
- Successfully specified a new book offering for parent companies (MVC: www.mvc.co.uk) high street stores.
- Developed close relationships with suppliers to maximize income.
- Created cross-site promotions with other Streets Online and MVC websites.

Print Finishing Supervisor – Walsall County Council (full-time)

February 1989 – May 1999

- Responsibility for all the print finishing requirements for the in-house printing services for Walsall MBC.
- Developed workflow practices to maximize the through-put of work and improve efficiency.
- Supervised on an ad hoc basis other members of the finishing team when required.

Mail Order Clerk – Andromeda Bookshop (full-time)

May 1988 – January 1989

- Responsible for the mail order department of the bookstore.
- Handled all day-to-day duties including stock control and banking.

TRAINING

Formal training with Dreamweaver web design software. Photoshop 7.0. Also Microsoft FrontPage and Outlook 2000. Fully conversant with ATG Dynamo content management system.

QUALIFICATIONS

2 A Levels: Economic & Social History, Communications, 5 O Levels.

PERSONAL DETAILS

Date of Birth: 24th January 1966.
Marital Status: Married.
Driving Licence: Full & Clean.

INTERESTS

Reading, Grand Prix racing, surfing, film, music.

REFERENCES

See website for testimonials.