

# RUFUS GREEN

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## TEL/ EMAIL

Online CV & Portfolio: [www.cvrg.freeseervers.com](http://www.cvrg.freeseervers.com)

Mr Rufus JC Green BSc PGCE

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## DOB

03-03-72

## PERSONAL PROFILE

To use my writing skills in a general/popular or specialist context in Print or Web / Email environment for Freelance, Contract or Permanent (staff writer) work in a full or part-time position. I have an Upper Second (2:1) Science degree and HNC in engineering so main specialisms are: Science, Biology, Ecology, Nature Conservation, Countryside & Rural Issues, Geography, Environmental issues, Electronic Engineering, IT, Education, Local and National Government.

**Employment experience:** Web Writer/Researcher, Government Department Intranet/Website content management, Government Department Public Newsletter Assist. Editor, Freelance Writer/Journalist/Photo-Journalist for local paper, Occasional Features Writer (Cosmopolitan magazine), Sub-editing experience (New Scientist), Web Assistant

## QUALIFICATIONS

- Post Graduate Cert. of Education (PGCE) in Secondary school Geography (teaching qualification) ('98)  
**9/97-6/98** University of Oxford (Dept. of Educational Studies & St. Hugh's College)
- Upper Second (2:1) Bachelor of Science (BSc) (Honours) Degree - Environmental Science (1995)  
**9/92-6/95** University College Worcester
- HNC in Electronic & Computer Engineering (1992)  
**9/90-6/92** De Montford University, Leicester
- BTEC Electronic Engineering & Computer Technology (Merit) (1990)  
**9/88-6/90** Chesterfield College of Technology, Derbyshire
- 6 O Levels: Maths (A), English (B), Geography (B), Physics (B), Technology (C), RE (C) & CSE Art  
**81-88** Lady Manners School, Bakewell, Derbyshire

## SKILLS

- Writing (formal, creative, reporting) ■ Tutoring ■ Subediting ■ IT & Web :
- Touch-typing 50 WPM
- Competent & (DfES) trained: MAC (OS) & PC (Windows 98 & 2000), **QuarkXpress**, **Photoshop**, **PageMaker**, MSOffice incl. **PowerPoint**, **Excel** & **Access**, Lotus Approach, Outlook
- Web design & maintenance: **FrontPage** (Advanced), **Dreamweaver**, HTML, FTP & MidGuard

## INTERESTS

- Writing incl. biography of an octogenarian eastender ■ Web & IT ■ Photography ■ Current affairs
- Science/ technology/ environment ■ Geography & history

## AFFILIATIONS

Editor of Open Directory Project – most comprehensive human-edited directory of the web

## ADDITIONAL INFO

- Owner driver ■ 1st aid ■ During degree: Chairperson & Treasurer posts - uni nature conservation group; Student-staff committee & recycling officer; Volunteer - Local youth club; Candidate Student Union - Deputy President ■ Ran a community group

## REFEREES

- all can be approached now -

**Will Pearson**, Web Developer, **Digital Dream World.com**,

**t:** 020 8348 4722, **e:** [info@www.digitaldreamworld.co.uk](mailto:info@www.digitaldreamworld.co.uk), [www.digitaldreamworld.co.uk](http://www.digitaldreamworld.co.uk)

**John Liebmann**, Chief Sub, **New Scientist**, 151 Wardour St., W1F 8WE,

**t:** 020 7331 2762, **e:** [john.liebmann@rbi.co.uk](mailto:john.liebmann@rbi.co.uk), [www.newscientist.com](http://www.newscientist.com)

**Patricia Williams**, Director, **CaseTV.com**, 2nd Floor, 203 Mare St., E8 3QE,

**t:** 020 7296 0010, **e:** [pwilliams@casetv.com](mailto:pwilliams@casetv.com), [www.casetv.com](http://www.casetv.com)

**Anthony Kidd**, (Department of Work & Pensions), Kirby JobCentrePlus, St. Chab's House,

St. Chab's Drive, Kirby, Liverpool L32 8RW, **t:** 020 8218 4422, **e:** [anthony.kidd@jobcentrepplus.gov.uk](mailto:anthony.kidd@jobcentrepplus.gov.uk)

(Manager – **Department for Education**)

## EMPLOYMENT DETAILS

<b>7/10/02-Present</b>	<p><b>Web Assistant/ Subeditor</b> (freelance) <b>Digital Dream World</b> Web creation company</p> <ul style="list-style-type: none"> <li>Multi-tasking - subediting &amp; adding text, links &amp; images to sites</li> <li>HTML &amp; broken link work</li> <li>Web testing</li> </ul>
<b>16/9/02-04/10/02</b>	<p><b>Teacher</b> (private) Taught English as a foreign language (part-time)</p>
<b>3/9-12/9/02</b>	<p><b>Subeditor</b> (work experience) <b>New Scientist</b> High profile weekly</p> <ul style="list-style-type: none"> <li>All aspects - process, function &amp; style guide</li> <li>Hardcopy subbing with standard marks as well as on-screen</li> <li>In tandem with subs, subbed articles (features, news, opinion)</li> <li>Used QuarkXpress to lay out in correct style, chose &amp; lay out pull-quotes and copy-fit text to the space</li> <li>Wrote short eye-catching fit to purpose titles, stand-firsts &amp; picture captions</li> </ul>
<b>5/9-30/9/02</b>	<p><b>Web Writer</b> (freelance) <b>CaseTV.com</b> Award-winning multi-media company</p> <ul style="list-style-type: none"> <li>Wrote &amp; researched <i>Celebrations</i> (festivals) website [<a href="http://www.casetv.com/celebrations">www.casetv.com/celebrations</a>] for premium-pay <a href="http://learn.co.uk">learn.co.uk</a> (Guardian's online education)</li> <li>Some picture research</li> <li>Much fact checking</li> <li>Original, wholly self-conceived, very succinct, accurate, strict text box length copy (targeting ages 7-11) required</li> <li>Conceived &amp; sourced animation/ illustration/ construction ideas</li> <li>Strict style guide</li> <li>Arranged copyright permissions</li> </ul>
<b>19/7-2/8/02</b>	<p><b>Temp Project Administrator</b> <b>Central London Connexions Partnership</b> Government youth initiative</p> <ul style="list-style-type: none"> <li>1st phone contact of high profile: <i>Connexions</i></li> <li>Replied to all queries</li> <li>Administered take up of grant</li> </ul>
<b>Civil Service 2/11/98-5/02</b>	<p><b>Department for Education and Skills (DfES) (formerly DfEE)</b> - All posts required substantial drafting &amp; proofreading of Ministerial briefings, correspondence, Q &amp; As &amp; other various, plus IT and training</p>
<b>18/8/00-5/02</b>	<p><b>Executive Officer DfES (EiC team)</b></p> <ul style="list-style-type: none"> <li>Wrote, subedited, proofread &amp; produced the glossy magazine style DfES publication for a high profile government policy, Excellence in Cities: <b>EiC newsletter</b> [<a href="http://www.standards.dfes.gov.uk/excellence/newsletter">www.standards.dfes.gov.uk/excellence/newsletter</a>]</li> <li>Involved in determining the style &amp; layout of publication &amp; supplying the out-sourced designers with all visual material</li> <li>Liaised &amp; conducted detailed phone surveys with EiC partnerships</li> <li>Project managed &amp; trained two administrative staff</li> <li>On editorial board of DfES' award-winning staff magazine, <b>Feedback</b>, for which I won commendation</li> </ul>
<b>27/3/00-17/8/00</b>	<p><b>Administrative/ Information Officer DfEE (Best Practice Team)</b></p> <ul style="list-style-type: none"> <li>Worked on a Department website and intranet, &amp; was a facilitator of one of the only web forums</li> <li>Prepared documents using FrontPage for the site &amp; had a direct management input to the external out-sourced site designers</li> <li>Assisted with the marketing &amp; promotion of the website</li> <li>Supported a senior adviser with research &amp; presentation work (PowerPoint &amp; Excel)</li> </ul>
<b>2/11/98-24/3/00</b>	<p><b>Executive Officer</b> (contract) <b>DfEE (EDP Team)</b></p> <ul style="list-style-type: none"> <li>Worked directly with two senior advisers &amp; LEAs</li> <li>1st point of contact for LEAs &amp; their link with advisers</li> <li>New, I was given substantial responsibility including supervising my advisers' PA</li> <li>Managed the team IT file system &amp; networks</li> </ul>
<b>Before Civil Service</b>	
<b>9/97-6/98</b>	<p><b>PGCE Degree</b> - Tutor acknowledged my writing skills (essays &amp; dissertation); taught in schools</p>
<b>6/96-9/97</b>	<p><b>Field Controller</b> <b>NOP Ltd</b> Market research</p> <ul style="list-style-type: none"> <li>Managed a group of fieldworkers</li> <li>Undertook briefings</li> </ul>
<b>6/96-9/97</b>	<p><b>Information Centre Manager</b> <b>Derbyshire County Council</b></p> <ul style="list-style-type: none"> <li>Promoted cycling to the public, schools &amp; employers</li> <li>Documented, publicised &amp; advanced project, &amp; increased involvement</li> <li>Supervised &amp; managed volunteers</li> <li>Answered all queries from the public, often explaining technical information, at an appropriate level</li> <li>Responsible for the marketing &amp; advertising work, which involved considerable drafting, design work &amp; involvement with the local media</li> </ul>
<b>2-5/97</b>	<p><b>Casual Lecturer</b> <b>Peak District National Park Authority Education Service</b></p> <ul style="list-style-type: none"> <li>Led college &amp; school groups on environmental education visits</li> <li>In-house &amp; country ranger trained (10 days)</li> </ul>
<b>On graduating 1-6/96</b>	<p><b>Temporary Home Safety Project Officer</b> <b>Coventry City Council</b></p>