**C U R R I C U L U M V I T A E**

**Personal Information**

Full Name Tanya Sharon Paulse

Contact details 072 149 7964

Email tanya.paulse@icloud.com

LinkedIn tanya-paulse-23565864

Languages English and Afrikaans (Fluent, written and spoken)

Computer Literacy Windows

Microsoft Office Suite

Adobe

Membership Association of South African Indexers and Bibliographers

Professional Editors’ Guild

South African Freelancers’ Association

**Education and Training**

**UNISA** BA Communication Science

2013 – present Courses completed:

Anthropological Study of Culture in a Multicultural Context

Fundamentals of Communication

Communication Contexts and Applications

Foundations in English Language Studies

Foundations in English Literary Studies

Practicing Workplace English

**Fairbairn College** Matriculation Exemption (Bachelor’s Pass)

1987 - 1991

**McGillivray Linnegar Ass**

2012 - 2014 Copy-editing and proofreading

Indexing

Project Management

**Other**

2004 - 2015 Planning, organising and controlling (Achieve Global)

Problem-solving and decision-making (Achieve Global)

Conflict management (Achieve Global)

Leading and motivating (Achieve Global)

Strategic planning and performance management (ec@ps)

Making Training Pay Off (Achieve Global)

Ordinary2Innovative (O2I) (Winning Ways Inc)

Adult Leader qualification ALQ (Girl Guide Association SA)

**Current Employment**

**Organisation Teaspoon Content Solutions**

Period March 2013 – present

Position Freelancer

Duties: Project management

Indexing

Copy editing and proofreading

Materials development and overwriting

Photo research and artwork commissioning

Permissions research

**Previous Employment**

**Organisation** **Oxford University Press SA**

Period July 2014 – March 2016

Position Freelance Contract

Duties: Project management

Meeting with content editors

Budget monitoring and control

Copy editing, proofreading and styling

Indexing

Permissions research

Photo research and artwork commissioning

**Organisation Trademax Publications**

Period July 2013 – September 2013

Position Editor

Duties: Sourcing editorial content in line with planned features

Generating original articles through primary and secondary research

Editing and proofreading

Traffic control (compiling content; heavy client liaison)

Layout (involvement in production phase)

Attending relevant events, fairs and conferences

**Organisation Standard Bank of South Africa Ltd**

Period February 1994 – February 2013 (19 years)

Position Account Analyst: Business Banking

Period January 2007 – February 2013 (6 years 1 month)

Duties: Obtaining, analysing and recording information

Risk and securities management

Customer retention and meeting sales targets

Meeting deadlines and managing budgets

**References** Available on request