

ROBERT KIDD

Editor · Proofreader · Technical & Communications Specialist

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PROFILE

Editor and proofreader with more than twenty-five years across technical, scientific, corporate, government and literary documents — nuclear reactor documentation, dam construction specifications, peer-reviewed journal submissions, clinical procedures and annual reports, and equally at home developmental-editing a first novel.

An honours degree in English alongside trades diplomas in industrial electronics, a pairing that makes highly technical source material straightforward rather than daunting. Ten years living and working in Japan editing for global engineering and IT organisations.

SELECTED PROJECTS

- Three Gorges Dam, Government of China — construction specifications and translated documentation; hundreds of specification documents taken through to publication.
- CANDU nuclear reactor, Government of Canada — reactor documentation.
- United Nations World Food Programme — business proposals and study documentation for a malaria prevention programme.
- Massachusetts General Hospital — rewrote a 700-page MRI user manual drafted by a non-native speaker, and produced technical specifications for operating and emergency room construction and procedure documentation.
- Bio-Plan Associates — two 1,000-page technical reference volumes on the bio-pharmaceutical industries of India and China.
- University of California, Davis — ongoing final review of food chemistry and toxicology papers ahead of journal submission; retained on the university payee list.
- Google — wrote some of the earliest AdWords advertisements, October 2000.

PROFESSIONAL EXPERIENCE

Creator, Project Manager & Editor in Chief

EditFast & TranslationHelp, Toronto, ON · 1998 — Present

- Built and run a professional editing and translation practice serving corporate, government, academic and individual clients worldwide.
- Managed and delivered over 10,000 editing, writing and translation projects.
- Recruited, tested and supervised more than 4,000 freelance editors, writers and proofreaders, and over 500 translators.

- Client portfolio includes Google, IBM, Lotus, Kodak, Cartier, Nokia, Ericsson, Ford, Caterpillar, Hitachi, Suncor and Fisher Investments.
- Government and institutional work for Canada, the United States, China, the United Nations and the World Food Programme, and the cities of San Francisco and Calgary.

Quality Rater & Technical Consultant

Google (contract) · 2006 — 2011

- Wrote and edited technical reports assessing keyword relevance to help verify search algorithm efficacy.
- Identified web spam techniques used to distort rankings, contributing to more relevant results.

Director, Language Consulting Department

IBM Japan / Lotus Japan, Tokyo · 1999 — 2002

- Daily editing of IT, financial and technical documentation, design specifications, software manuals, presentations and executive speeches.
- Edited and published the monthly employee newsletter on the internal intranet.
- Created and managed the department's training and course materials.

Creator & Director

99 Red Balloons Japan Inc., Tokyo · 1997 — 2000

- Founded an educational entertainment business supplying teachers, musicians and performers for events and advertising; produced all curriculum and marketing documentation.
- Sold the company at significant profit after three years.

English Language Technical & Marketing Consultant

NKK (Nihon Kokan, now JFE Steel), Kawasaki, Japan · 1992 — 1997

- Sole English specialist in the R&D department of one of the world's largest steel producers, editing engineering documents and specifications for bridges, buildings and steel quality.
- Wrote and edited technical speeches and conference presentations for general managers and IT staff.
- Prepared scientific and mechanical papers for international conferences and journal submission.

Branch Manager

Household Trust Co. Ltd. (now TD Canada Trust), Richmond, BC · early 1990s

- Ran branch operations: quarterly and annual financial reporting, records, supervision of loan officers, and assessment of loan applications and property values.

Earlier Career

- Shift Supervisor and Child Care Counsellor, Camp Trapping / Caribou Action Training Society, Prince George, BC (1978—1980, 1985—1986) — wilderness therapeutic programme for young male offenders; ran camp operations and supervised staff and residents.
- Surveyor, Dempster Highway, Arctic Canada — highway surveying in remote northern terrain, working from dog sleds, snowmobiles, snowshoes and Twin Otter aircraft.

EDUCATION

Bachelor of Arts (Honours), English — University of British Columbia, Vancouver, BC

MA studies, English — University of Victoria, Victoria, BC

Diploma, Advanced Electricity & Industrial Electronics

SKILLS & PROFICIENCIES

Editorial: Substantive and developmental editing · Copyediting · Proofreading · Technical editing · Academic and journal editing · Document management and version control · Plain-language rewriting of technical source material

Style guides: Chicago Manual of Style · APA · Turabian · Microsoft Manual of Style · Hitachi Manual for Technical Writers

Publishing: Adobe InDesign · FrameMaker · oXygen · XMetaL · PageMaker · LaTeX · XML

Web and data: HTML · CSS · JavaScript · PHP · MySQL · WordPress · Drupal · Joomla · SEO and SEM

Office: Microsoft Office Suite · LibreOffice

CERTIFICATIONS

Google Ads Certification (Advanced) · Google Analytics Platform Qualification · Google AdWords Certified Professional · Google AdSense Certification

St. John's Ambulance First Aid & Lifesaving · National Lifeguard Certificate · BC Class 4 Driver's Licence

LANGUAGES

English (native) · French (basic) · Japanese (basic)

REFERENCES

Prof. Takayuki Shibamoto (University of California, Davis — Environmental Toxicology) · Dr. Ivan Boyadjov (Vancouver Island Health Authority) · Satchiko Kobori (Steinbeis Japan Inc., Tokyo)

Written letters of reference available on request.