

SKYE BOTHMA

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SUMMARY

- Excellent editing skills: proofreading and copy-editing – both on hardcopy and electronically, content and substantive editing, academic editing using APA-style referencing.
- Strong writing and publishing skills, both for web and print.
- Attention to detail with methodical, thorough work habit.
- Excellent computer skills including InDesign, Microsoft Office, website content management systems and quick to learn industry-specific systems.
- Excellent website building (template-based) and management skills.
- Wide knowledge of general business, small and large organisation environments.
- Excellent problem-solving and trouble-shooting skills.
- Able to quickly identify risks and apply common sense to situations.
- Good team player – interacts well with public and colleagues
- Strong empathy and sensitivity that makes me very good at reading people and providing emotional support to colleagues or other people in need.
- Adaptable to different working environments and able to learn related technologies, terminology and processes easily.
- Excellent organisational, administration and planning skills, and ability to meet deadlines. Able to get on with work with minimum supervision.
- Basic video editing skills using Filmora.

WORK EXPERIENCE

FREELANCE EDITOR

AUG 2015–PRESENT, FULL TIME

2004–2011, PART TIME

CHRISTCHURCH, WELLINGTON,

WAIRARAPA

NOTABLE PROJECTS INCLUDE:

- Designed and built websites for various clients including Wairarapa Gates, Move with Ease, Featherston Law and WebEditor (my own website).
- Produced and published a small book of poems titled *Verse* by Euan Smith. This included editing, design, typesetting, preparing images, meetings with client and overseeing printing.
- Edited the first draft of *The Winter Game: Rediscovering the Passion of Rugby* for the author, Todd R. Nicholls. Published by Mainstream Publishing in September 2005.
- Edited *Walking Wellington* for New Holland Publishers.

- Edited various documents for Creative New Zealand.
- Website editing for The Computer Guy Ltd.
- Produced and published a small book of poems called *Spiritual Nature* by Rekha Patel. This included editing, design, typesetting, preparing images, meetings with client and overseeing printing.
- Edited several academic theses for private individuals.
- Transcribed various documents for Ministry of Health, Learning Media and private individuals. Several of these were for use in Court proceedings.
- Edited CD ROM resource *Swim Safe* for Kiwi Swim Safe/Swimming New Zealand.
- Ongoing freelance projects for Canterbury University Press.
- Proofread horticultural text book *Growing Plants* for Reed Publishing.

WEBSITE CONTENT ADMINISTRATOR

RADIO NEW ZEALAND

WELLINGTON, NEW ZEALAND

JAN 2014–AUG 2015

DUTIES INCLUDED:

- Creating and updating daily programme pages using in-house CMS.
- Publishing audio files.
- Editing text stories, selecting and adjusting images for stories.
- Writing blurbs and creating features.
- Creating online picture galleries.
- Answering listener queries.
- Advising staff on copyright and creative commons usage on images and other material for web use.
- Editing content to conform with in-house style, plain English and e-govt compliance and accessibility standards.
- Trouble-shooting and fixing broken hyperlinks.
- Creating, writing, editing and sending weekly newsletters to listeners about upcoming programmes using MailChimp.

BUSINESS EDITOR/ONLINE CHANNELS ADVISOR

MINISTRY OF BUSINESS, INNOVATION AND EMPLOYMENT

WELLINGTON, NEW ZEALAND

OCT 2008–DEC 2013

DUTIES INCLUDED:

- Administering Immigration New Zealand's website using Microsoft CMS
Html Editor:
 - creating news items
 - updating general content
 - uploading resources
 - trouble-shooting and fixing broken hyperlinks
 - editing content to conform with in-house style, plain English and e-govt compliance standards.
- Administering MBIE Labour group's intranet using SharePoint:
 - news items
 - general content
 - uploading resources and staff photos on phonebook
 - trouble-shooting and fixing broken hyperlinks

- editing content to conform with in-house style, plain English and e-govt compliance standards.
- Basic web page changes using Adobe Dreamweaver and Microsoft Frontpage.
- Basic photo editing using PhotoShop.
- Compiling website statistics reports using Google Analytics.
- Typesetting Immigration application forms and guides using InDesign CS5.5.
- Proof-reading and quality assurance of publications.
- Compiling and sending artwork to printers via their FTP site.
- Checking and signing off proofs from printers.
- Updating and publishing staff reference manuals on-line and to Word using Authorlt 5.5.
- PDF creation and minor amendments in Adobe Acrobat 10 X.
- Sending out department-wide communications.
- Scheduling web, toolkit and forms updates to meet with Immigration quarterly release deadlines.
- Assisting other users of SharePoint, Authorlt and Microsoft CMS Html Editor.
- Staff training and compiling of instruction notes.
- Maintaining database tools such as the INZ panel doctors list and office and fees calculator.
- Compiled work request templates for use by the business.
- Liaising with service providers when tools go down.

MEDICAL TYPIST

WELLINGTON HOSPITAL

WELLINGTON, NEW ZEALAND

JAN 2008–OCT 2008

DUTIES INCLUDED:

- Dictaphone typing using MS Word 2003 and Winscribe.
- Dispatching mail, photocopying, filing, general office duties.
- General administration.

PUBLISHING STUDENT

WHITIREIA POLYTECHNIC

WELLINGTON, NEW ZEALAND

MAY–OCT 2007

Involved in the publication of the 2007 Whitireia Nursing Journal as part of a student publication project. This included copyediting, typesetting, proofreading and preparing file that was sent to printers.

PUBLISHING STUDENT

STEELE ROBERTS

WELLINGTON, NEW ZEALAND

20–31 AUG 2007

Two-week work placement. Work experience included typesetting in InDesign, colour correction, removing scratches and clear-cutting of images in Photoshop, proofreading, and OCR scanning of text and conversion to electronic files.

ACCOUNTS PERSON

DESIGN ZOO

WELLINGTON, NEW ZEALAND

FEB–AUG 2007

Casual position. Maintained the accounts for Design Zoo gift shop and paid creditors. Also kept track of invoices, stock-taking and wages.

PUBLISHING STUDENT

WHITIREIA POLYTECHNIC

WELLINGTON, NEW ZEALAND

APR–AUG 2007

Edited, typeset and managed the production (which included liaising with client, designer, translator and printer) of a book of life stories written by people with

1997	CAPE TOWN ACADEMY	CAPE TOWN, SOUTH AFRICA
	Certificate in Secretarial Practice.	
1993–1995	CAPE TECHNIKON	CAPE TOWN, SOUTH AFRICA
	Diploma in Horticulture.	
1988–1992	PINELANDS HIGH SCHOOL	CAPE TOWN, SOUTH AFRICA
	Finished high school with an exemption (university entrance) pass.	

VOLUNTEERING EXPERIENCE

COMPANION VOLUNTEER	WELLINGTON, NEW ZEALAND
CASHMERE NURSING HOME	
JULY–NOV 2016, CASUAL	
<ul style="list-style-type: none"> • Organise and run arts and crafts workshops for the residents. • Assist residents with completing projects. • Provide company to elderly during crafts sessions. 	

EXTRA MURAL ACHIEVEMENTS

2018-PRESENT	WAIRARAPA, NEW ZEALAND
<p>Writer of various articles for Vocal media, see articles listed at: https://vocal.media/authors/skye-bothma.</p> <p>Creator of arts and crafts video tutorials for SkillShare, see courses listed at: https://www.skillshare.com/profile/Skye-Bothma/760889.</p>	
FEB 2011	WELLINGTON, NEW ZEALAND
<p>Wrote an article about my pet Flemish Giant rabbits for <i>Pet Magazine</i>, published in the December 2011 issue. This was later republished by pet.co.nz on their blog page.</p>	

REFERENCES

NAME: Glen Scanlon
RELATIONSHIP: Digital Media Manager
TELEPHONE: (04) 474 1999 (W)
EMAIL: Glen.Scanlon@radionz.co.nz

NAME: Ian Niehorster
RELATIONSHIP: Previous team leader
TELEPHONE: (04) 236 6848 (H)
MOBILE: 022 610 5307
EMAIL: Niehorster@xtra.co.nz

NAME: Todd Nicholls
RELATIONSHIP: Freelance client (author)
TELEPHONE: (03) 550 4862 (H)
EMAIL: toddrnicholls@hotmail.com