

Tanya Natalie

- social media services -

EDUCATION

University of Sydney 2004

Bachelor of Arts

Majors in English Literature and Gender Studies

Minors in Philosophy and Sociology

Macleay College 2014

Diploma of Book Editing and Publishing

High Distinctions

EXPERIENCE

Social Media Manager 2011 – current

Writing & editing brand content

While I have been editing and proofreading for over ten years, I now also provide social media services to small businesses. In my experience working with small businesses, sometimes the only thing holding them back from a strong social media presence is a lack of time to spend on this or a lack of knowledge. I particularly enjoy being able to build up a small business's social media presence and help them step into the digital world to bring them greater exposure.

If you are a small business without any social media platforms, looking to effectively use social media but unsure of where to begin, or if you'd just like to free up some time for yourself by handing over your social media responsibilities, feel free to contact me for a free outline and quote tailored to your business.

I can create, post, engage and manage your social media profiles, posting content at optimal times and in accordance with your brand, and ensuring that content is SEO optimised.

This often involves writing and editing blogs, as well as managing and contributing to social media pages such as Facebook, Pinterest and Twitter.

I have also created and continue to maintain my own website and social media requirements. These can be viewed at:

www.thebookplate.com.au

www.facebook.com/thebookplate

www.tyanatalie.com.au

www.facebook.com/tanyaeditsbooks



Sydney, NSW, Australia



tanyaeditsbooks@gmail.com



www.tyanatalie.com.au

Aspirations

I love editing just as much as I love books and reading, and being able to edit while working in my bookshop is my ideal situation.

Editing isn't just something I know – I love it! I am one of those rare people that really enjoys the editing process.

My favourite clients are often first-time authors who are interested in self-publishing their work.

In 2004, I completed a Bachelor's degree in English Literature at Sydney University. In 2014, I completed a Diploma of Book Editing and Publishing at Macleay College, in which I received high distinctions.

As a non-compulsory aspect of that Diploma, I also completed a three-month internship position at Harlequin Enterprises.

I believe, as in all fields, an editor should never stop learning. There is infinite value in being able to continuously hone and enhance one's skills, and there is always something new to be learned from others. As such, I aim to continue my education through short courses, my own research and other means.

Recent Projects

Phoenix Rising for Children

I am currently the social media manager for this company. I write and edit articles for their web-based presence. These can be viewed at:

<https://www.facebook.com/phoenixrisingforchildren>

<http://phoenixrisingforchildren.wordpress.com/>

The Wishing Well

I am currently the social media manager for this company. I write and edit articles for their web-based presence. These can be viewed at:

<https://www.facebook.com/thewishingwellinc>

<http://wishingwellorg.wordpress.com/>

Kirana Training

I am currently the social media manager for this company. I write and edit articles for their web-based presence. These can be viewed at:

<http://www.kiranacolleges.edu.au/blog/>

<http://www.kiranawfd.com.au/blog/>

Regarded

I have previously been employed as the social media manager for this Sydney-based 'missed connections' dating app. I wrote and edited articles for their web-based presence.