

# Bryn Symonds

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## Languages

- English – Fluent
- French – Advanced
- Italian – Intermediate

## Copy Writing, Editing and Proofreading Experience

### **Copy Writer**, 2008 – present

Air Canada Vacations. Montreal, Canada

- Creative copy for all marketing tools including weekly branding message in national newspapers, taglines for web homepage banners, and articles for the monthly e-newsletter and the monthly eight-page insert in enRoute magazine
- Primary resource of copywriting and editing, and responsible for quality control of English text
- Ensure accurate representation of Air Canada Vacations in all marketing materials
- Develop and maintain copy standards, compliance and accuracy including casing, verbiage and punctuation

### **Editor and Proofreader**, 2005 – 08

Inhousepress. Montreal, Canada

- Law, Stan I.S. The Avatar Syndrome. Montreal: Inhousepress, 356 pages, 2006.
- --- . The Jewel and Other Stories. Montreal: Inhousepress, 91 pages, 2006.  
(including "Around the World" short-listed in the CBC Literary Awards Competition)
- --- . Enigma of the Second Coming. Montreal: Inhousepress, 352 pages, 2007.
- --- . Cats and Dogs (series). Montreal: Inhousepress, 2007. Published as independent e-books.
- --- . The Gate. Montreal: Inhousepress, 300 pages, 2007.

### **Freelance Editor and Proofreader**, 2003 – present

- Houle, Sebastien. "Exceptional on Common Grounds; Chef's Biography." Resto Seb; L'artisan culinaire, May 02, 2007. <http://www.resto-seb.com>
- Hor, Kyung Sun. "Master's Thesis, The Westernization of Korea: from the *Hanok* to Today." McGill School of Architecture, McGill University, 2006
- Stanislaus, Inobe. "Ghetto Grooves" Caribbean Camera [Montreal, Qc] 2003 -2005. A monthly column

### **Books and Theatre Editor**, 2003 – 04

Montreal Entertainment Magazine

- Responsible for a monthly two-page layout of theatre and literary events

## Published Works

- "She Was Asking for It," Rev. She Was Asking For It, by Matthew Saliba. [www.sociallife.ca](http://www.sociallife.ca), July, 2007. <http://www.sociallife.ca/sociallife-magazine/200707/she-was-asking-it>
- "Mr. Hubert" Stationary Zine, Issue #6, Sept. 2005. <http://www.stationaery.com/6/mrhubert.html>
- Featured in Good Reports; Canada's Premier Independent Book Site, Anthology, 2005.
- "On Poetry" A Golden Morning, British Columbia: Poetry Institute of Canada, 2005.
- "China, The incumbent super-power" News Article, The Bottom Line, McGill University, Nov., 1999.

## **Management and Public Relations Experience**

### **Artistic Director**, 2004 – present

Stewart Productions. Montreal, Canada

- 2006 Co-wrote, Directed and Produced the show “David”  
#5 Best Play in Montreal (Montreal Mirror’s ‘Best of Montreal’ ‘07)  
Most notable promotion campaign (Harvest Festival ‘06)  
Most notable direction of a production (Harvest Festival ‘06)
- 2004 Wrote, Directed and Produced the show “Jujubes”  
Most notable stand-out promotion and publicity campaign (Harvest Festival ‘04)

### **Director of Studies for Canada**, 2006 – 07

Centre Linguista Canada (CLC). Montreal, Canada

- Administered an annual human resources budget of \$200 000 including hiring, training, performance reviews and development opportunities
- Developed new curriculum including General English Program with Placement Test, Professional Career Development, Teacher’s Manual and Student Handbook
- Supervised all aspects of international customer care including bookings, welcome, accommodations, payments, departure and follow-up

## **Teaching Experience**

### **Teacher of English as a Second Language**, 2002 – 06

Centre Linguista. Montreal, Canada

### **Teacher of English as a Second Language**, 2000 – 01

Inlingua. Naples, Italy

## **Education**

### **Bachelor of Arts**, 1999

McGill University, Montreal, Canada

- Major: English Literature
- Minor: Hispanic Languages

### **The Craft and Art of Non-Fiction**, 2007

Mark Abley, Quebec Writer’s Federation. Eight-week workshop

### **Communication and Visual Arts Certificate: Photography**, 2007 – present

Concordia Continuing Education. Montreal, Canada

### **Certificate of Teaching English to Speakers of Other Languages**, 1999

Canadian Global TESOL Training Institute. Montreal, Canada

## **Computer Skills**

- Windows XP / Mac O/S 10
- Microsoft Office (Word, Excel, PowerPoint)
- Adobe Photoshop and Illustrator – working knowledge
- Excellent internet research, typing and word processing skills
- Graphic design and page layout of promotional, student and administrative materials
- Macromedia Dreamweaver