

# Peter Jones

## Writer & Columnist

### Home Address



Flat 208 Ming Lim House  
5<sup>th</sup> Floor  
Lord Street  
Shek Kip Mei, Kowloon

### Contact Details



Tel: 98770000

Email: D.Vicong@NoMail.com

### An introduction to what I have to offer...

#### Experience includes:

- Writing, editing and proofreading.
- Liaising with industry professionals such as printers, photographers and artists.
- Marketing and distributing work.
- Researching and developing contacts.
- Acquiring publishing contracts.
- Negotiating the terms and conditions of contracts.
- General administration.
- Creating informative graphics for mass media.



#### HKDSE

Mong Kok High School  
Completed June 2004

#### Bachelor of Arts Degree in English and Creative Writing

Hull University  
Graduated June 2007

#### NCET Diploma in Journalism

National Council for Training  
Journalists (UK)  
Completed June 2010

### Academic/Employment Timeline

#### Shelford Woods

Part-time Intern  
January 2005 – June 2007

#### The Observer

Trainee Columnist/Reporter  
July 2007 – December 2010

#### SC Morning Post

Newspaper Columnist  
April 2010 - Present

# Peter Jones

## Skillset & Experience

- Highly developed analytical skills and a strong eye for detail attained during thousands of hours of self-motivated research.
- Developed multi-tasking skills and a steadfast determination to succeed.
- Editorial skills such as referencing, avoid plagiarism and maintaining high academic standards.
- Strong typing skills (50 Words Per Minute).
- Excellent communication skills and a well presented professional character.
- Flawless record of meeting tight deadlines, working on my own initiative, prioritising workloads & working under immense pressure.
- Experience preparing and interviewing people for the purpose of preparing a news story.
- Liaising with partner companies for a variety of purposes e.g. source information, build contact networks, etc.
- Experienced working with Microsoft Excel, PowerPoint, Word and Outlook to display information in creative ways e.g. graphs, charts, essays, articles & more.
- Developed multi-tasking skills and a steadfast determination to succeed.
- Editorial skills such as referencing, avoid plagiarism and maintaining high academic standards.
- Experience preparing and interviewing people for the purpose of preparing a news story.
- Proven ability to research, collate and present information in an objective or factual manner.

## Achievements

Raised 2000HKD for charity through sponsorship by completing the Hong Kong Marathon 2015.

Awarded Writer of the Month award by 'Journalists' Press (February 2004).

Self-published several successful books including 'Red Dawn' & 'Black Rose Killer'.

Featured in a number of online blogs concerning politics, history and sociology.

# Realresumes For Sales Realresumes Series

**Anne McKinney**



## **Realresumes For Sales Realresumes Series:**

*Real-resumes for Sales* Anne McKinney,2000 One in a series this title uses actual resumes and cover letters in order to show sales professionals how to get in the door maximize salary close the sale and prospect for new career opportunities

**Real-resumes for Teachers** Anne McKinney,2000 Applying for teaching and administrative positions in schools requires a specialized kind of resume This guide offers advice along with actual examples of resumes and covering letters to help educators find the best opportunities available to them

*Real-resumes for Career Changers* Anne McKinney,2000 Writing a career change resume is the most complex of resumes to write Using actual resumes and covering letters the editor of this series shows the reader how to consider new opportunities and how to communicate past experience in a way that builds bridges to new careers

**Real-Resumes for Customer Service Jobs** Anne McKinney,2005 Getting jobs in the customer service field will be easier with this book which gives nearly a hundred sample resumes along with the cover letters that introduced the resumes to potential employers Those who seek employment in any industry will find valuable advice in this book If you are restructuring or revising your resume you will find the help you need when you discover this book which focuses on the language and employment history of folks in the customer service business The book was created based on the experiences of hundreds of job hunters over a 10 year period Learn how successful people in the customer service field presented themselves to potential employers

*Real KSAs--knowledge, Skills & Abilities--for Government Jobs* Anne McKinney,2003 Getting a federal government job can be a difficult experience because of the unusual and often complex paperwork Many federal jobs require KSAs which stands for Knowledge Skills and Abilities This book shows how to write up KSAs in order to present your qualifications and talents in the most effective manner

**Real-resumes for Financial Jobs** Anne McKinney,2001 A book designed to be the best friend of those who want to enter advance in and change jobs in one of the hottest industries in the 21st century finance The best way to enter a new industry is to look and sound as though you belong in the field so there are resumes to help the career minded find their first job in the financial world Other resumes help the financially astute professional advance in the field You ll find job titles such as these in this book designed to help those who want to move in this hot field of opportunity auditor financial services consultant investment banker commercial banker bookkeeper commercial loan specialist data entry operator controller chief financial officer budget management specialist business analyst business services manager accounts receivable specialist insurance adjuster funds transfer analyst loan officer mortgage consultant real estate broker revenue field auditor accounting manager staff accountant tax auditor teller supervisor training operations manager and many others

*Real Resumes for Nursing Jobs* Anne McKinney,2003 Even within the nursing field there are a wide variety of positions and this book shows samples of resumes and cover letters than have worked This title will be a valuable resource to nursing professionals who seek clinical nursing or administrative positions Newly minted nurses and newcomers to the field will learn how to show off their clinical rotations to best

advantage Nurses often change fields too and the book includes resumes of nurses who have successfully transitioned into pharmaceutical sales and other areas A bonus of this book is that it includes samples of paperwork involved in getting federal government jobs specialized resumes and the federal resumix as well as the write ups for the Knowledge Skills and Abilities KSAs which are often required for government positions This book will show nurses how to maximize their career potential get federal nursing positions and change fields if they want to This is the 25th title in PREP s Real Resumes Series     Real Business Plans & Marketing Tools Anne McKinney,2003 The first title in PREP s new Business Success Series is designed to help individuals who want to prepare paperwork related to starting growing selling or marketing a business The book contains real business plans for those contemplating entrepreneurship as well as for those who have an ongoing business which they are interested in selling Readers will see samples of real business plans used by real organizations to sell a business to public companies Readers will also see samples of documents paperwork and financial statements used by real companies to obtain equity financing and bank loans A valuable section of the book is the section which shows marketing tools and business resumes used to attract new customers and increase profitability The author holds an MBA from the Harvard Business School     **Real-resumes for Restaurant, Food Service & Hotel Jobs--** Anne McKinney,2002 Provides advice on looking for jobs in the field of restaurant food service and hotel management and provides hundreds of sample cover letters and resumes     *Real-resumes for Auto Industry Jobs--* Anne McKinney,2003 Whether the reader wants to stay in the auto industry or transition into another field this book will help This book shows samples of resumes and cover letters than have worked for real people This title will be a valuable resource to auto industry professionals who seek technical management or sales positions Entering a new field can be difficult so newcomers to the field will learn how to show off their potential and skills to best advantage Auto industry professionals often change fields too and the book includes resumes of individuals who have successfully transitioned into other areas A bonus of this book is that it includes samples of paperwork involved in getting federal government jobs specialized resumes and the federal resumix as well as the write ups for the Knowledge Skills and Abilities KSAs which are often required for government positions This book will show auto industry professionals how to maximize their career potential get federal positions and change fields if they want to The 26th title in PREP s Real Resumes Series     **Real-resumes for Computer Jobs** Anne McKinney,2001 There are hot new jobs in the exploding computer field but how do you get to them and how do you present yourself in the most favorable light so that you can be considered for the best jobs This is the book you need if you want a resume that will help you enter or advance in the computer field You ll find words and job titles which are meaningful only in this industry and you ll make sure that your resume talks the talk of the computer field Get the resume book that will help you professionally talk in language such as the following network engineer local area network LAN wide area network WAN Microsoft Certified System Engineer MCSE management information system MIS fiber optics C UNIX software hardware network switching manager wire and cable

systems installer switching them chief technical inspector and many other technical terms and job titles designed to communicate in the lingo of the computer field so that you will have an edge in the job market      *Real-resumes for Medical Jobs* Anne McKinney,2001 A key to advancing professionally is to choose the right industry in which to work and if your interests are in any way medically related you are fortunate career wise The medical field is a fast growing one and this targeted resume and cover letter book will help you enter this land of opportunity or advance in it A key is to make sure your resume talks the lingo of the medical field Get the book that can show you how to best express and phrase the concepts you want to communicate Here s a book in which you will find resumes with job titles such as these director of nursing medical therapist nurse s aide medical doctor M D nurse practitioner dental hygienist cytotechnologist director of nursing director of dental surgery pharmaceutical sales representative massage therapist medical administrator medical supplies coordinator nursing home administrator medical office manager operating room nurse patient care advocate orthopedic technician pharmacy manager phlebotomist registered nurse R N licensed practical nurse L P N public health case worker transcriptionist veterinary technician and many more      **Real-resumes for Human-resources & Personnel Jobs** Anne McKinney,2002 This book will be valuable to anyone who seeks employment or advancement in the human resources or personnel field Those who want to transition out of the human resources or personnel field will also find helpful advice and strategies for transitioning into new industries All resumes shown are of real people who used their resumes and cover letters in real job hunts Resumes in this book contain jobs such as Administrative Services Manager Assistant Personnel Administrator Chief of Personnel Management Director of Human Resources Employee Relations Manager Human Resources Analyst Human Resources Director Personnel Administrator Training and Benefits Supervisor Personnel Counselor Drug Testing Administrator Recruiting Manager Staffing Specialist Temporary Placement Supervisor Training Program Manager and many others Each resume is accompanied by a companion cover letter      Real-resumes for Administrative Support, Office & Secretarial Jobs Anne McKinney,2004 Those who seek jobs in the office support field will find this book to be a valuable resource Office managers administrative assistants executive aides and other office support personnel have a lot of common when they create a resume and this book shows resumes and cover letters of individuals who want to find work ranging from office management to clerical No matter what industry or type of work medical manufacturing nonprofit and other environments this book will provide a competitive edge to those who seek employment which involves admin support executive support clerical and secretarial responsibilities For those who seek federal employment theres a special section in the book showing how to create federal resumes and government applications      Real-resumes for Retailing, Modeling, Fashion & Beauty Jobs-- Anne McKinney,2002 Editor Anne McKinneyReviews and ExcerptsJobs in modeling fashion the beauty business and even retailing can be hard to obtain and transferring experience gained in those fields is not always easy Here is a valuable guide that shows how to communicate jobs such as Retail Buyer Merchandise Manager Customer Service

Manager District Supervisor Assistant Sales Manager Model Store Manager District Supervisor Buyer Assistant Buyer Sales Representative and many other jobs This book will teach you how to communicate like an industry pro Distinguished by its highly readable samples Library Journal 1 885288 08 5      **Real-resumes for Engineering Jobs** Anne McKinney, 2004 Civil engineers mechanical engineers structural engineers marine engineers chemical engineers systems engineers and engineering support personnel have a lot in common when they want to create a resume and this book shows resumes and cover letters of individuals who want to work in the field For those who seek federal employment there s a special section showing how to create federal resumes and government applications Since many technical types aren t writers this comes as a special gift select a winning format plug in your background specs and away you go It s that easy with REAL RESUMES in hand The Midwest Book Review 1 885288 42 5      **Real Essays for College & Grad School** Anne McKinney, 2000 Colleges and universities place great emphasis on essays written as part of the process for admission and scholarships This guide to constructing essays includes essays that have worked for real people plus dozens of other actual samples      Real-resumes for Real Estate & Property Management Jobs Anne McKinney, 2006 When you have worked in the real estate industry or property management field you need to see pictures of resumes from others with similar backgrounds How much does it help you to look at resumes of nurses CEOs or teachers when you come to change fields or seek employment At last there is a book of resumes and cover letters tailored to your needs See how professionals like you have shown their credentials and how they have used the specialized lingo of your field This is YOUR resume book written especially for you if your background includes experience in real estate or property management or if you are trying to enter those fields for the first time A book written just for you by one of the most knowledgeable writers and editors who has specialized in helping job hunters      Real-resumes for Sports Industry Jobs Anne McKinney, 2004 When an individual wants to find employment in the sports world he or she finds that job hunting can be highly specialized This book shows resumes and cover letters used by people such as a high school coach tennis professional golf professional teaching pros in all sports and many others College graduates with degrees in Physical Education also are included and many of them found their way into teaching positions If you want to work in sports marketing but have no experience you will find helpful examples of resumes and cover letters which were used by real people to launch their careers with major sports teams Those who have worked in the sports industry and want to transition out of the field will also find helpful examples of resumes and cover letters Whether you are a teaching professional player marketing professional or other sports industry professional you will find useful examples of resumes and cover letters in this book      Real-resumes for Manufacturing Jobs Anne McKinney, 2002 Title shows resumes and cover letters of people who wish to enter the manufacturing field advance in it or exit from it into new careers Job hunting strategies are provided as are strategies for transferring manufacturing skills and experience to other industries The book contains more than 100 real resumes and cover letters which target this industry and the purpose of the book is to give

models or examples for people to use in creating their own resumes and cover letters tailored to the manufacturing industry Readers will find resumes of machine operator product design director production foreman quality engineer shipping and receiving manager tool and die maker tire builder welder team leader assembler maintenance supervisor and many other jobs This book will be of enormous help to people seeking employment in the manufacturing sector and to people who desire to transfer knowledge gained in a manufacturing environment into new occupational areas

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