

Peter Jones

Writer & Columnist

Home Address



Flat 208 Ming Lim House
5th Floor
Lord Street
Shek Kip Mei, Kowloon

Contact Details



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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

Shutliff, Wrights

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 Students Realresumes Series

Anne McKinney



Realresumes For Students Realresumes Series:

Real-resumes for Students Anne McKinney, 2000 Instructs college students on presenting their work experiences from part time summer jobs to internships in a professional manner designed to display strengths to future employers

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 **Resumes and Cover Letters that Have Worked** Anne McKinney, 1996 Model cover letters and resumes cover such fields as aviation communication finance and sales

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 Media, Newspaper, Broadcasting & Public Affairs Jobs--** Anne McKinney, 2002 This book will function as a helping hand and lifetime career resource to those who seek media jobs or who want to transition into other fields with a media background In the resumes in this book you will see jobs such as these Radio Account Executive TV Account Executive Art Director Book Editor Book Publisher Broadcasting Intern Commercial Photographer Disc Jockey Freelance Journalist Graphic Designer Morning Talk Show Host Newspaper Journalist Classified Advertising Manager News Photographer Public Affairs Director Public Affairs Specialist Radio TV Producer Television Producer Production Assistant and many more All the resumes and cover letters shown were used in real job hunts by real people *Real-Resumes for Firefighting Jobs* Anne McKinney, 2004 When firefighters and emergency medical technicians prepare their resume and other materials needed to explore employment opportunities they realize that they have a unique background At last there is a resume book that shows firefighters how to best present their qualifications credentials licenses experience volunteer work education and training affiliations and other information Would be firefighters as well as experienced firefighting professionals will find outstanding samples of resumes and cover letters that worked for real people in their field A special section of the book shows firefighters how to apply for government jobs and how to write the specialized resumes needed to apply for federal employment As part of that section on the federal hiring process the book shows shows how to write KSAs statements describing Knowledge

Skills and Abilities This is a highly specialized title for a highly specialized field and for the very special people in that field

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 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

Real-resumes for Construction Jobs Anne McKinney, 2002 Title shows resumes and cover letters of people seeking employment in the construction industry Job hunting techniques are explained in step by step fashion in order to benefit those seeking construction work Because the construction industry tends to be cyclical a helpful section is included which describes how to transfer construction industry experience to other fields and industries The book s main contents are the resumes and cover letters of construction industry professionals Included are resumes of project manager carpenter foreman safety manager electrician brick mason engineering manager real estate agent plumber job planner sander flooring installer interior designer independent contractor and many others

Real-Resumes for Aviation & Travel Jobs Anne McKinney, 2002 Title shows resumes and cover letters of people who wish to obtain jobs in the aviation and travel field or to exit from the industry into new careers The title reveals techniques for finding aviation and travel industry jobs and also provided are strategies for transferring skills and experience to other industries The book contains more than 100 real resumes and cover letters tailored to aviation and travel backgrounds 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 aviation and travel industry Readers will find resumes of commercial pilots ground support equipment operators airport managers quality control inspectors aircraft loading managers and many others This book will be of

enormous help to people seeking employment in the aviation and travel industry and to people who desire to transfer their aviation and travel backgrounds into new occupational areas **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 Supply & Logistics Jobs Anne McKinney,2006 If you've been working in a specialized field like supply or logistics you really yearn to see sample resumes and cover letters of job hunters who have a similar background to yours These resumes and cover letters were used in real job campaigns and they speak the language of supply and logistics You will gain insights into how to use the specialized language of supply and logistics and actually translate technical concepts of the supply and logistics field into language that can be easily understood 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 Jobs in**

Nonprofit Organizations Anne McKinney,2004 Ask people who have worked in a nonprofit organization about resume preparation and they will tell you that resumes and cover letters for their particular needs are highly specialized That's why this book will be of enormous value to those who seek employment in the nonprofit world or who want to transition out of the nonprofit world and want to present their experience in nonprofit environments The book includes resumes for folks who have worked in national trade associations and in nonprofit environments such as the United Way Salvation Army the American Cancer Society and many similar organizations A special section on the federal hiring process also shows the reader how to apply for federal government employment and there are samples of the specialized resumes and applications used in the federal hiring process So whether you are entering the nonprofit arena transferring skills out of the nonprofit world or seeking federal employment you will find this book useful **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-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 Social Work & Counseling Jobs* Anne McKinney,2002 Title shows resumes and cover letters of people who wish to enter the social work field advance in it or exit from it into new careers Job hunting strategies are discussed There is also a section which shows how to transition out of social work into new fields and industries There are more than 100 real resumes and cover letters shown which were used by real people to find occupations in the social work or counseling field and the purpose of the book is to give models for people to use in creating their own resumes and cover letters tailored to social work and counseling Included are resumes of case worker counselor human services counselor victim advocate youth services specialist family services case worker income maintenance counselor and many others **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 Legal and Paralegal Jobs Anne McKinney,2004 Those who seek legal and paralegal jobs will find this book to be a rich resource No matter what type of legal or paralegal work is sought the reader will find outstanding samples of resumes and covers used by real people to obtain legal and paralegal jobs Resumes and covers letters are included which will help newly minted lawyers or paralegals find their first jobs in their field There are also sample resumes and cover letters which will be useful to the most experienced lawyers and paralegals in the profession 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 legal industry professionals how to maximize their career potential get federal positions and change fields if they want to *Real-resumes for Police, Law Enforcement & Security Jobs*-- Anne McKinney,2002 Title shows resumes and cover letters of people who wish to enter the police law enforcement and security fields The most effective job hunting strategies are revealed and there is also a section which discusses how to transfer police law enforcement and security skills into other industries There are more than 100 real resumes and cover letters shown as examples and the purpose of the book is to give models or examples for people to use in creating their own resumes and cover letters designed to obtain employment in security police or law enforcement Resumes shown include those of fireman policemen police chief corrections officer detective deputy sheriff police captain security guard personal protection specialist and many others

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considered separate divisions of the traditional rhetorical process see rhetorical canons

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