

Vic Kostrzewski

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EXPERIENCE

Macmillan Education, London — Commissioning Editor

SEPTEMBER 2019 - PRESENT

Commissioning, researching, and managing delivery of print and digital components of a multi-level global ELT course. Overseeing editorial work on projects, negotiating and amending project schedules. Recruiting, briefing and managing freelancers, authors, and packagers. Carrying out research and preparing P&L / business case scenarios for new products. Recruiting and line managing team members in multiple locations globally.

Hodder Education, London — Commissioning Editor

JANUARY 2018 - SEPTEMBER 2019

Commissioned, briefed and launched a digital question bank project and a multi-component ESL course project within the International division. Prepared and managed P&L documents, business cases, author / vendor contracts. Identified, briefed and trained authors and collaborators.

Macmillan Education, London — Development Editor

AUGUST 2015 - JANUARY 2018

Managed authors / freelancers and developed print and digital components of an ELTon-nominated Academic English course.

Macmillan Education, London — ELT Consultant

AUGUST 2011 - AUGUST 2015

Managed my own workload, market research and customer relationship while working for the UK Sales team, promoting adult and young adult ELT titles.

Various locations, PL / UK — ELT/ESOL/ESP Teacher and Director of Studies

SEPTEMBER 2006 - JULY 2011

Teaching, course design, course delivery, assessment, as well as line managing and recruiting busy teacher teams in summer and year-long settings.

SKILLS

Commissioning and list management

Print and digital product development

Digital authoring

Copy editing

Content editing

Digital manuscript editing / conversion

ELT / ESOL teaching and teacher training

Editorial project management

SYSTEMS

Digital authoring: XML / RCF / CAPE / Wordpress

Markup and editing: Adobe Acrobat / Woodwing / InCopy

Project management: Trello / Jira / NiftyPM / Smartsheet

Digital collaboration: Office / Google Suite / GoToMeeting

LANGUAGES

Polish, English, Silesian (native), German (C1), Portuguese, French (A1)

SELECTED PROJECTS

Macmillan *Global Stage* - 2020

Commissioning, market research, author brief, author relationship, sample development, costings, editorial project management, line management

Macmillan *Share It!* - 2019

Commissioning, digital project management, author management, line management

Hodder Cambridge Question Bank - 2019

Market research, commissioning authors, author brief, author relationship, digital testing, editorial project management, sales and marketing liaison

Hodder Cambridge Primary World English - 2019

Market research, commissioning authors, author brief, author relationship, sales and marketing liaison

***Speak Your Mind* - 2019**

Digital authoring - 1 level of the Digital Student Book (activities, metadata)

***Language Hub* - 2019**

Content edit and RCF conversion on a digital component (Test Generator) of a General English course

***Skillful Second Edition* — 2015-2018**

Scope and Sequence development, market research, author relationship, development edits, content edits, briefing freelancers, briefing authors for digital components (Test Generator), content checks on digital components, preparing video brief and recording scripts, overseeing audio recordings

Bravelearning.com - 2011 -

Authoring, blog articles, SEO, editorial project management, digital publishing (KDP) and learning design

EDUCATION & TRAINING

University of Silesia, PL / York St John University, UK - MA (*English*) OCT 2001 - JUL 2006 (York ERASMUS 2005)

Cambridge CELTA and DELTA, PL / UK 2009 - 2012

Stonebridge Associated Colleges, UK - Level 5 Life Coaching and Counselling Diploma 2014

Publishing Training Centre, UK - Commissioning & List Management Course 2018

Agile Project Management International - Agile PM Foundation 2020