

# Vic Kostrzewski

An experienced digital editor, learning designer, translator, writer, project manager.

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## EXPERIENCE

### **The Open University, UK — Digital Content Producer**

JULY 2021 - PRESENT

- Liaising with subject matter experts, academics, and colleagues to create and publish content for OpenLearn - OU's free learning initiative
- Responsible for OpenLearn's development in the contexts of the Republic of Ireland and Northern Ireland offices
- Creating, publishing and editing educational articles, interactives, audio and video content using a variety of platforms
- Responding to audience research, user feedback, and learner needs by planning and commissioning innovative educational resources

### **Vickostrzewski.com and punklearning.com, UK — Editor, Writer, Learning/Assessment Designer**

JUNE 2021 - PRESENT

- Working as an independent consultant / editor on a variety of education projects
- Liaising with in-house teams globally to deliver print and digital educational resources
- Growing my client base with the use of ongoing marketing and networking activity
- Clients include: Pearson, Oxford University Press, Cambridge University Press, Springer Nature

### **Newgen Publishing, UK — Senior Project Manager (maternity cover)**

DECEMBER 2020 - JUNE 2021

- Managed team, delivery and budgets on a busy Pearson account
- Liaised with clients to successfully manage and deliver print and digital education projects
- Contacted external and internal suppliers to discuss scope and delivery
- Prepared and updated project documentation

### **Hodder Education, London — Commissioning Editor**

JANUARY 2018 - SEPTEMBER 2019

- Managed performance and delivery of International Primary list
- Commissioned and briefed authors for a new 6-level ESL course
- Delivered a digital Question Bank product across 4 subjects
- Successfully liaised with reviewers from accreditation body
- Contributed to Hodder's long-term strategy and development
- Collaborated on research, Scope and Sequence, and course outline

## SKILLS

Commissioning and list management

Print and digital product development

Digital authoring

Market research

Digital manuscript editing / conversion

ELT / ESOL teaching and teacher training

## SYSTEMS

**Learning design and digital authoring:**

Moodle / Learnosity /  
Drupal / Elucidat / RCF /  
CAPE / XML / H5P

**Markup and editing:**

Adobe Acrobat /  
Woodwing / InCopy

**Project management:**

Trello / Jira / NiftyPM /  
Smartsheet

**Digital collaboration:**

Office / Google Suite /  
GoToMeeting / CRM

## LANGUAGES

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

**Community Action for Refugees and Asylum Seekers, UK — ESOL Teacher (volunteer)**

OCT 2015 - MAR 2016

- Planned, prepared and delivered ESOL lessons to groups of refugees and asylum seekers of various backgrounds and nationalities
- Responded to day-to-day demands of working with young / vulnerable learners in a small charity organisation

**Macmillan Education, London — Commissioning Editor (2019-20) / Development Editor (2015-18) / Sales Consultant (2012-15)**

- Managed delivery of 28 digital components of a Primary course
- Commissioned and briefed print and digital Primary authors
- Managed a team of 3-5 in-house and freelance editors
- Developed research, strategy, and prototypes for new courses
- Costed, commissioned, and delivered a 6-level workbook series
- Developed, reviewed and published an ELTon-nominated course
- Managed and liaised with print and digital authors across 4 levels
- Collaborated on research, Scope and Sequence, and course outline
- Responsible for approx. 300 sales visits and key relationships
- Organized own workload and liaised with sales and marketing colleagues during busy sales seasons

**Various locations, PL / UK — Teacher, Trainer, Translator, Academic Manager**

SEPTEMBER 2006 - JULY 2011

- Taught English to all ages and levels in state / private settings
- As Academic Manager, line-managed busy teams of full-time and part-time teachers at language schools and summer language courses
- Authored and delivered my own programme of courses for Applied Translation Studies and English For Academic Purposes
- Liaised with academic / teacher teams to take part in training opportunities, and deliver CPD programs
- Took responsibility of own professional development by gaining additional teaching / assessment qualifications

## **SELECTED PROJECTS I HAVE WORKED ON**

### **OpenLearn from Open University**

Digital content production – building, editing, revising and managing articles and interactives using Drupal, Elucidat, Moodle

### **Macmillan *Kids Can!***

Digital authoring and metadata tagging – Digital Pupil's Books, Digital Activity Books, Digital Teacher's Books

### **Pearson Digital English**

Digital editing – restyling, reformatting, rewriting activities and assessment items in Learnosity

### **National Geographic Learning / Lumina Datamatics *Look! VUS***

Authoring – activities, worksheets, teacher notes, additional grammar presentation decks

### **Macmillan *Global Stage***

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

### **Macmillan *Share It!***

Commissioning, digital project management, author management, line management

### **Hodder Cambridge Question Bank – English, Maths, Science**

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

### **Hodder Cambridge Primary World English**

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

### **Hodder Cambridge Primary Foundation Stage – English, Maths, Science**

Author and publisher liaison, proof checks, project management

### **Hodder Cambridge Global Perspectives for Primary**

Strategy, research, project proposal, commissioning authors, liaising with accreditation bodies and reviewers

### **Macmillan *Skillful Second Edition***

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

## EDUCATION & TRAINING

**The University of Edinburgh / Futurelearn - *How to Create an Online Course*** 2021

**Agile Project Management International - *Agile PM Foundation*** 2020

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

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

**Cambridge CELTA and DELTA, PL / UK** 2009 - 2012

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