

Richard di Santo

14-221 Sterling Road · Toronto ON M6R 2B2 Canada

Skills and Abilities

Fully versed in the editorial and production procedures of both print and online publishing, from editing manuscripts and content to managing production schedules, editorial reviews, permissions research, indexing, design, layout, and printing.

Possess a full command of editing symbols and standards, with an excellent command of English usage, grammar, and idiom.

Experienced in the use and application of various online communications and website development technologies, including HTML, XML, RSS, Javascript, blog applications, and content management systems.

Experienced with numerous desktop applications for office support, print and web publishing, and design, including Quark, PageMaker, Illustrator, Photoshop, Acrobat, Dreamweaver, GoLive, and the complete Microsoft Office suite (Word, Outlook, Excel, PowerPoint).

Education

1998 Trinity College, University of Toronto: Honours Bachelor of Arts with High Distinction in Literary Studies and Philosophy

1999–present Professional development seminars, Editors' Association of Canada

Work Experience

2005–present **Praline**
Concept, Website Programmer, and Consultant

Currently developing a website for Praline, a graphic design firm based in London, to include a large-scale online portfolio, as well as resources, writings, illustrations, and investigations into visual culture. A preview can be found at www.designbypraline.com.

2002–present **Pearson Education Canada**
Production Editor and e-Learning Liaison

As a Production Editor for the Higher Education division, responsible for the supervision and management of all editorial and production stages of textbooks, from receiving the preliminary manuscript right through to printing and binding.

Coordinate and supervise the activities of freelance editorial staff, authors, designers, new media specialists, permissions researchers, indexers, and formatters in order to meet all deadlines.

Maintain close working relationships with authors, ensuring that both their vision and our editorial standards are never compromised.

As the e-Learning Liaison, coordinate the joint efforts of the production editorial and e-learning teams, ensuring that we have the right procedures in place in order to successfully develop the most reliable, cost-effective, and competitive products.

2000–2004 Incursion.org

*Founder; Web and Graphic Designer, and Online Content Manager;
Chief Writer and Editor*

Founded Incursion.org as an organization committed to exploring experimental arts through web media.

Responsible for the conception, development, design, and maintenance of all web content, including a monthly webzine, temporary exhibitions, visual art galleries, and an online archive.

Wrote, compiled, and edited articles, reviews, and interviews for the site's monthly web publication of reviews, reflections, and experimental writing. Ensured that all deadlines were met by leading a team of eight writers and music journalists. In four years and 75 issues, we published well over 800 pieces.

2001–2002 McCarthy Tétrault LLP / Toronto McTét Services LP

Information Officer, Marketing

Managed web content, including biographies, publications, newsletters, and marketing summaries. Maintained directory listings and liaised with media representatives and suppliers. Other responsibilities included managing the firm's database, distributing publications and developing questionnaires for both staff and clients. Conducted training sessions on marketing procedures and policies. Assisted in the successful implementation of a firm-wide desktop contact manager, enabling over 2000 users across nine offices to access, share, and organize a large and growing database of information. Provided technical support for this project and assisted in the hiring a dedicated in-house administrator.

1998–2000 Inofas Integrated Systems

Project Coordinator

Coordinated a project converting a multi-volume publication from paper copy to electronic formats ready for both print and CD-ROM/web publishing. Ensured that all deadlines were met by managing a team of text processing specialists and preparing production schedules. Maintained high standards of quality and efficiency by supervising all proofreading and formatting work, improving production procedures, and verifying all completed work. Prepared colleagues for an ISO 9002 audit by developing questionnaires and acting out training scenarios, resulting in successful ISO certification for quality assurance.

Text Processing Specialist

Revised, proofread, and formatted legal documents in electronic formats for 100% accuracy in content and document structure. Promoted to the position of Project Coordinator within six months.

Creativity

Two projects, "Bicir on the path of fallen leaves" (2005), a visual narrative, and "Hell 3" (2003), a short animated film in collaboration with composer Enrico Wuttke, featured in the 2005 edition of *Frail* (frail.ca), an online exhibition and festival of the arts.

"San an," an original one-minute composition, featured on the release *60 sound artists protest the war* (2003), on Atak Records (atak.jp).