



Clear, reader-friendly writing is essential in consulting, and helps bring heritage to life. I enjoy editing and polishing GML's ever-diverse output. The bonus is getting to learn more about Australian history with every report that crosses my desk.

Sarah Trevor

Copyeditor / Team Leader, Production and Editorial

Sarah is an editor, proofreader and writer. She leads the Production and Editorial team, in addition to an external network of editors from around Australia. She holds a media degree majoring in Australian and modern European history from the University of Sydney.

At GML, Sarah is responsible for providing editorial support to GML's consultants across all three offices and checking that their written content conforms to the corporate style. Her role includes editing and proofreading technical reports and proposals, copywriting and editing marketing materials (including the GML website, CVs and case studies), and overseeing the finalisation and production of GML deliverables. She also assists with writing engaging, plain language content for interpretation projects and print publications, and plays a key role in GML's quality management.

Sarah's background lies in magazine publishing. Before joining GML, she worked as the deputy editor and features writer for a history magazine, as a content writer and researcher for an online family history service, and as a freelance copywriter. Her writing has appeared in several national and international publications. Sarah also has a keen interest in Australian history and wildlife.

Qualifications

Bachelor of Arts (Media and Communications), University of Sydney

Professional affiliations

Institute of Professional Editors, Associate Member, 2021–present
City of Parramatta Heritage Advisory Committee, Member, 2019–2021

Key experience

Editing

- RidgeWalk Interpretation Signage—Heritage Interpretation—Client: Yarra Ranges Council—editing and proofreading signs
- 271 Spring Street, Melbourne, Artwork Labels—Client: Australian Unity Limited—editing and proofreading labels
- Zagora Archaeological Project website—Client: University of Sydney—editing and proofreading website content
- NSW State Heritage Register, Portraits of NSW publication—Client: Office of Environment and Heritage—editing and proofreading digital and print publication
- Heritage Near Me app—Aboriginal Heritage, North Sydney—Client: NSW Office of Environment and Heritage—editing and proofreading app content
- GML Heritage website—editing and proofreading CVs and project case studies
- *Inside History* magazine—commissioning, subediting and proofing features written by contributors for the magazine and website
- Portrait Detective project—editing and proofing materials for photo-dating website in conjunction with *Inside History* and State Library of NSW
- Findmypast Australia & NZ—editing data descriptions, blog content and guest posts
- Article Writers Australia—proofing and editing articles on a range of topics

Content and feature writing

- RidgeWalk Online Essays—Heritage Interpretation—Client: Yarra Ranges Council—writing, editing and proofreading digital essays
- 6 & 8 Parramatta Square—Heritage Interpretation—Client: Walker Corporation—writing and editing signage and app content
- Heritage Near Me app—Aboriginal Heritage, North Sydney—Client: NSW Office of Environment and Heritage—writing app content
- GML Heritage—writing, co-writing and editing various award entry submissions, project case studies, staff CV blurbs and other collateral
- *Inside History* magazine—writing regular features and news articles for the magazine (issues 11–38), website and e-newsletter

- You & Co Media—writing articles, blog posts, web copy, e-books and marketing collateral for a range of clients
- Findmypast Australia & NZ—writing web copy, blog content, magazine articles, data descriptions, marketing collateral, media releases and advertorials
- Switched On Media—writing blog content and guest posts for a range of clients

Professional development

Plain English Editing, Chartered Institute of Editing and Proofreading, 2021

Project Management: Introduction, University of Sydney Centre for Continuing Education, 2020

Plain English Essentials, Plain English Foundation, 2019

Creating Accessible Documents, Vision Australia, 2018

Advanced Grammar and Punctuation Course, Centre for Continuing Education, University of Sydney, 2017

Camera Craft 1, Australian Centre for Photography, 2017

Copywriting Course, Australian Writers' Centre, 2016

Key volunteering experience

Volunteer Grants Officer, NSW Wildlife Information, Rescue and Education Service (WIRES) North West Branch, 2018–present

Volunteer Wildlife Rescuer, WIRES North West Branch, 2018–2020

Bushcare Volunteer, City of Parramatta Council, 2018–present

Technical skills

Adobe Creative Suite—InDesign and Acrobat

WordPress, SEO and analytics

Selected feature articles

'What's New Online?', *Inside History* magazine

'Voices and Silence', *Inside History* magazine

'The History Lover's Guide to Albany', *Inside History* magazine

'Unearthing Sydney's Convict Past', *Inside History* magazine

'Where There's a Will', *Inside History* magazine

'Snapshots of Strangers', *Inside History* magazine

'World's Oldest Known Axe Fragment Unearthed in Western Australia', *Inside History* website

'Has the HMS *Endeavour's* Final Resting Place Been Discovered?', *Inside History* website

'10 Fascinating Convicts You've Never Heard of', Ancestry.com.au website

'Escaped Convicts Turned Constables', Findmypast website

'Digging Up the Roots: The Prohibition Era', *History Magazine*

'Digging Up the Roots: William "Bully" Henry Hayes', *History Magazine*

'Digging Up the Roots: Abraham Lincoln's Obituaries', *History Magazine*

'Digging Up the Roots: American Women in World War I', *History Magazine*

'When in Rome', *Classicum*