

# Genius Authoring Pty Ltd

## Capability Statement

December 2024



### Professional Document Services

Genius Authoring Pty Ltd provides general and technical writing, research, analysis, editing, design, and publication development services.

We are dedicated to producing clear, precise, high-quality documents, content, and publications to save you time and hassle, and to bring about your success.

#### Core competencies

- General writing
- Technical writing
- Research/analysis
- Editing/proofreading
- Graphic design
- Publication development

#### Document production

- Articles
- Reports
- Web content
- Books
- Business documents
- Templates
- Proposals
- Training material
- Policy
- Marketing / creative
- Bios / resumes
- Other documents

**Industry standards:** *Australian Government Style Manual, ADF Writing Manual*, business writing, academic writing, WCAG.

**Platform expertise:** Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, WordPress, HTML/CSS/PHP, XML, Microsoft Excel, GIMP, social media. Rapid adaptation to new platforms.

### We help businesses, professionals, and authors reach their greatest potential.

- Business professionals
- Government and corporate
- Authors, researchers, and creative writers.

#### Dr Todd William Dearing

Founder and Director

- Over 16 years' experience as a writer, researcher, editor, and publication developer
- PhD in English
- Proven industry experience in government, private sector, academia, and business
- Highly professional, precise, industrious, and efficient.

**Differentiators:** Proven industry experience, PhD in English, tech-savvy

#### Contact

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Founder and Director



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