

Genius Authoring Pty Ltd

Capability Statement

June 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
- Instructions
- 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 15 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, attentive, industrious, and efficient.

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

Contact

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Founder and Director



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