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PROFILE

I provide meticulous editing services that foster high-quality content. A Professional Member of the UK's Chartered Institute of Editing and Proofreading, I have edited across a variety of subjects but hold a particular specialism in mental health topics. My clients can expect a friendly and helpful approach as I work with them to achieve the highest editorial standards.

EXPERIENCE

FREELANCE EDITOR AND LANGUAGE REVIEWER

Niche Health & Social Care Consulting // Manchester, UK // 2021–current; Language Service Sweden (scientific articles) // Sweden // 2020–current

Role with Niche involves editing serious incident investigations and mental health-related reports and studies. I edit and review Swedish academics' journal articles for Language Service Sweden, ensuring correct English language usage.

HIGHLIGHTS

- **Style guide creation** Worked as part of a small team of editors to develop a style guide and PerfectIt style sheet for consultancy firm Niche.
- **Language review** I edit articles for clarity and concision in line with British/US English language, grammar, spelling and punctuation conventions.
- **Confidentiality and sensitive information** For Niche, edit content relating to assaults, self-harm and suicide, ensuring confidential and sensitive information is dealt with appropriately and protected where necessary.
- **Mental health specialism** Assignments include reports and studies covering health and wellbeing, peer-based approaches to mental health care, and recovery plans for mental health patients following the Covid-19 pandemic.

COPYEDITOR AND PROOFREADER (EMPLOYMENT)

IFRS Foundation // Westferry Circus, London // 2022–current

Work comprises substantive edits and proofing of material including consultation papers, IFRS Standards and taxonomy documents. I help prepare documents used by companies to make investment decisions, as the focus on sustainability disclosures gathers pace.

HIGHLIGHTS

- **Effective project teamwork and communication**
Collaboration with editorial and technical teams at regular intervals to complete a six-month project on climate and non-climate standards, preparing for publication the metrics and discussion content across 77 industry sectors.
- **Attention to detail and consistency** Ensure consistency with style guide, while using discretion and judgement in instances where flexibility and deviations from these requirements are called for.
- **Problem solving** approach to all aspects of editorial work, suggesting solutions where lack of clarity or inconsistencies arise – for example, structural changes to headings, or proposing changes to list layout.
- **Cooperation skills** Regularly and reliably meet weekly and one-off assignment deadlines to fit the requirements of long- and short-term projects.
- **Solid core editing skills** Accustomed to editing at different levels to correct errors or inconsistencies in spelling, punctuation, grammar, style and language usage.

KEY TRAINING AND EDUCATION

CHARTERED INSTITUTE OF EDITING AND PROOFREADING

Word for Practical Editing // 2023 // Copyediting 2 // 2021

THE PUBLISHING TRAINING CENTRE

A Copyeditor's Guide to Working with Authors // 2021

An Editor's Guide to Editorial Style // 2019

A Comprehensive Guide to Copyediting // 2018

An Editor's Guide to Author Queries // 2018

Basic Proofreading by Distance Learning // 2017

BRUNEL UNIVERSITY

BSc (Hons) Criminology and Sociology, 2:1 // 1996–1999