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Current position (since 2003): Copy-editing and proofreading (freelance)

- Paper-based and on-screen copy-editing and proofreading; Word, PowerPoint, Publisher, .pdf, LaTeX (BaKoMa and TeX Live), SMART Notebook, some html, PerfectIt
- STEM textbooks (all levels), research papers, manuals, business documents, biographies and theses
- Clients have included the Institution of Civil Engineers (ICE), Cambridge University Press, Oxford University Press, Taylor & Francis, Pearson, The Charlesworth Group, Edanz, Biomed Central and Sunrise
- A number of styles used, including Chicago, American Medical Association (AMA), American Psychological Association (APA) and various house styles, including those used by CERN and the American Institute of Physics (AIP)
- In-house training in copy-editing at the Institute of Electrical Engineers (IEE)
- Certificate in proofreading from the Publishing Training Centre. I am a professional member of the Chartered Institute of Editing and Proofreading (CIEP)
- Also admin support, e.g. typing essays, collating information into forms, producing CVs

Previous experience

2013–2017:

Voluntary

Committee, Oldham Symphony Orchestra

- Producing concert programmes
- Producing notices, leaflets and tickets
- Producing advertising and posters
- Attending committee meetings
- Helping to update website, adding reviews and concert details
- Helping to organise additional publicity, e.g., newspapers, council website

2010–2012:

Voluntary

Voluntary librarian

- Maintaining library in local primary school
- Classifying new books (Dewey Decimal and reading ability)
- Supervision of small groups of children, helping them choose library books, etc.
- Produce library displays
- Deliver lessons (e.g. understanding the Dewey Decimal system)

1997–2000,

and self-employed until 2002:

Derwent Information, Ltd,
London

Patent analyst

- Abstracting, editing and classification, mostly translating from German to English
- English, German and some French language patent applications
- Mechanical engineering, electrical, scientific and medical instrumentation

May–September 1997:

Freelance

Copy-editor

- In-house training at the IEE
- Medical & Biological Engineering & Computing, Cellular Engineering, Software Engineering

April–May 1997:

IEE,
Stevenage

Administration assistant

Temporary work updating a referee list on a new publishing database (MS Access)

January–April 1997:

Edgeworth, King & Co., Ltd,
London

Patent searcher

Work with a small company, conducting patent and technical literature searches

Summer 1990

Admin assistant

Outpatients Dept, Royal Shrewsbury Hospital

Organising notes for outpatients
clinics, also staffing reception desk

Professional bodies

Membership of the Institute of Physics; Chartered Physicist
Professional member of the Chartered Institute of Editing and Proofreading

Skills

Proofreading: Basic proofreading by distance learning (The Publishing Training Centre):
pass with merit

IT: MS Office (Word, Excel, Publisher, etc.), Adobe Acrobat, LaTeX
(BaKoMa and TeX Live), SMART Notebook, etc. Some experience of
html

Touch-typing: Proper touch-typing, estimated at about 65 wpm

Languages

‘O’-level French, some German

Other education

PhD: Cellular Engineering

Thesis title: ‘Near infrared spectrophotometry for the *in vitro* study of cellular metabolic
activity’

1993–1996: Dept of Biomedical Engineering & Medical Physics, University of Keele,
Graduated **1998**

MSc: Biosensors

1992–1993: University of Newcastle upon Tyne

BSc: Physics with Medical Physics (First class honours)

1989–1992: University of Exeter

A levels: Biology (A), Physics (B), Chemistry (C),
Pure Mathematics with Mechanics (A), General Studies (A)

O levels: English Language (B), English Literature (C), Religious Studies (A),
French (B), Mathematics (A), Biology (A), Chemistry (A), Physics (A)

Interests

Singing (Oldham Choir), violin (Abney Orchestra, Northern Baroque), recorder (especially
baroque and early music), crochet