

## CV

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### Membership in professional organisation

I'm an Advanced Professional Member of the Chartered Institute of Editing and Proofreading (CIEP); my entry can be found in the Institute's online directory at [www.ciep.uk/directory/bryceeditorial](http://www.ciep.uk/directory/bryceeditorial)

### Professional qualifications and training

- Word for Practical Editing distance learning course (CIEP, 2021)
- Introduction to Fiction Editing distance learning course (Society for Editors and Proofreaders (SfEP), 2018)
- Basic Editing distance learning course (Publishing Training Centre (PTC), 2017) – pass
- Practical Mark-up of PDFs workshop (SfEP, 2017)
- Basic Proofreading distance learning course (PTC, 2013) – merit

For a full list of completed training courses, study days, workshops and conferences, please see my entry in the CIEP's online directory or the 'Training' page on my website – both addresses shown above.

### Skills

I have experience in proofreading both on hard copy, using the BS 5261C:2005 proofreading symbols, and on screen (PDF documents (Adobe comment tools & proofreading stamps), as well as on-screen copyediting (Word (Track Changes)) and on-screen proof correction checks (PDF). I have worked on over 250 books to date; these include adult fiction and non-fiction, children's fiction and non-fiction (incl. illustrated), YA fiction, medical textbooks and educational titles (English and German). I have a keen eye for detail and can communicate effectively. I always deliver projects on time and to a high standard.

### Subjects

**children's general non-fiction** (biography, science, anatomy, environmentalism, mental health, special educational needs, history, natural history, philosophy), **children's fiction/illustrated children's fiction** (fantasy, adventure, diary, humour, supernatural, anthology, short stories), poetry, **YA fiction** (thriller, crime, fantasy, paranormal), **adult general non-fiction** (art history, modern history (Second World War, Hitler, Third Reich), popular science, medicine, biology, nutrition, biography, memoir, general knowledge, films, travel, antiques, sport, psychology), collected prose, poetry, **adult fiction** (historical fiction, historical mystery, historical thriller, science fiction, fantasy, short stories, contemporary fiction, literary fiction, translated fiction), **educational** (GCSE revision [in German or English], German language teaching, ELT [esp. for German speakers])

