Ed Heel

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Summary

An outstanding, degree-educated copy editor and proofreader with experience of refining a variety of material, especially educational content, reports, journal papers and software documentation. Used to working independently with minimal supervision. Professional member of the Chartered Institute of Editing and Proofreading. Key skills include the following:

Copy editing – Over six years' experience, with a flair for making content accurate, clear and concise. Work includes university course material and UK Home Office reports to be read by the general public.

"One of the best copy editors I've had the pleasure of working with and I would highly recommend him." Abi Lewis, Engineering Curriculum Manager, The Open University

Proofreading – About 10 years' experience, with a reputation for spotting the tiniest error. Work includes university course material and journal papers.

Attention to detail – Committed to ensuring consistent style and factual and linguistic accuracy of material. Concern for the tiniest detail, within cost and time constraints.

"If you have ever seen an advertisement asking for someone who can 'spot a typo at a thousand paces', they were clearly thinking of Ed." Paul Oldfield, Documentation Manager, Sophos Ltd

Time management – Able to work on several projects simultaneously and handle competing demands in a fast-paced environment, meeting tight deadlines yet maintaining quality.

"Even under some enormous time constraints, Ed would turn around razor-sharp technical documentation" Matt Greany, Principal Product Manager, Sophos Ltd

Independence – Have spent many years working at home, facing challenges and resolving problems on my own where possible.

Teamwork – Able to form good working relationships in a multidisciplinary team, either locally or internationally. Used to dealing courteously and tactfully with others, especially writers.

"He built great relationships with Academics, Senior Project Managers and other work colleagues whilst carrying out his day-to-day duties." Vanessa Moore, Resource Manager, The Open University

Wide experience of software tools – Including Word, Oxygen XML Author, Acrobat.

Relevant experience

Freelance Copy Editor and Proofreader

Responsibilities:
- Copy-editing or proofreading university course material, according to style guide, using Oxygen XML Author, Word or Acrobat.
- Copy-editing inspection reports for His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS), according to style guide, using Word.
- Suggesting and implementing improvements to structure and organisation of content.

Achievements:
- Edited structure and content of large report-writing process manual for HMICFRS.
- Copy edited and formatted computer books for a high-street brand.
- Proofread papers for Elsevier Science journals, including some of their most prestigious titles.

Production Editor, The Open University, Milton Keynes

Responsibilities:

• Copy-editing or proofreading digital and printed course material, according to house style, using Oxygen XML Author, Word or Acrobat.

• Applying annual revisions to course and assessment material.

• Checking course websites for functionality (for example, testing URLs and navigation) and adherence to style.

• Briefing artists, digital production assistants and interactive media developers on supply of material.

• Tracking progress in team's Excel spreadsheet and keeping project managers informed of any delays.

Achievements:

• Managed a heavy workload of multiple courses during very busy periods, and met conflicting deadlines.

• Copy-edited material for a new cyber security course, suggesting structural improvements, which were largely accepted by the senior editors.

• Proofread material for a new philosophy course, impressing the editor with my attention to detail.

Work history

Freelance Copy Editor and Proofreader	2020–present
Senior Technical Writer, Sophos Limited, Abingdon	2019–2020
Production Editor (temp), The Open University, Milton Keynes	2018
Technical Author (contract), 3di Information Solutions Ltd, Ripley	2018
Production Editor (temp), The Open University, Milton Keynes	2016–2017
Technical Author (contract), GE Aviation Systems Limited, Cheltenham	2015
Technical Author (contract), TIBCO Software Inc, Swindon	2014–2015
Senior Technical Author, Semmle Limited, Oxford	2013
Senior Technical Writer, Sophos Limited, Abingdon	2004–2012
Technical Author, Sophos Limited, Abingdon	2002–2004
Documentation Assistant, Sophos Limited, Abingdon	2001–2002
Freelance Copy Editor and Proofreader	1999–2001
Proofreader, Variorum Publishing Limited, Rugby	1997–1998

Education and professional training

Publishing Training Centre, London

Essential Copy-editing: final mark 84%	2020–2021
Working with Authors	2021
Introduction to Publishing	2020

Chartered Institute of Editing and Proofreading, London

Efficient Editing: Strategies and Tactics	2021

Coventry University

BSc Computer Science	1989–1994