

Vicky Wevell LL.B (Hons)

Personal statement

Motivated and highly solution focused, I have 19 years' experience as a legal/financial proofreader, editor and workflow manager, excellent communication skills and am adept at juggling priorities effectively. With a degree in Law, I have a scrupulous attention to detail and a keen awareness of deadlines. I have worked as an in house proofreader for two international law firms, checking financial reports, tax documents, offering circulars and agreements, and since 2013 have been full-time freelance, working for Linklaters LLP, Allen & Overy LLP, Cambridge University Press, Oxford University Press, Edward Elgar Publishing, Palgrave Macmillan, the AAT and NetLaw Media, as well as running my own legal proofreading training company.

Experience

1 Dec 2013 – date

LLProofreading Ltd

Nationwide

Managing Director

- Providing commercially focused legal proofreading training to anyone involved in the production of legal documents; specifically on-site, to trainee solicitors, PAs and other support staff.
- Providing consultancy services and in house proofreading training to Linklaters LLP and Allen & Overy LLP.

March 2015 – Date

Integra Software Services

Pondicherry, India

Freelance Proofreader

Proofreading a variety of social sciences textbooks for one of Integra's key clients, Palgrave Macmillan, to set deadlines making corrections on screen in Adobe using editing tools. To date, I have completed over 20 books for Integra; titles include:

Boumans & Davis, *Economic Methodology*, 2016

Sertyesilisik & Al Shamma'a, *Sustainable Built Environment*, 2016

Zuelow, *History of Tourism*, 2016

March 2014 – Date

Edward Elgar Publishing

Guildford

Freelance Proofreader

Proofreading a variety of law textbooks in Edward Elgar house style to set deadlines making corrections on screen in Adobe using proofreading stamps. To date, I have completed 19 books for Edward Elgar; some titles include:

Lundqvist, B. *Joint Research and Development under US Antitrust and EU Competition Law*, 2015

Dukes, G., Braithwaite, J. and Moloney, J. P. *Pharmaceuticals, Corporate Crime and Public Health*, 2014

Yeowart and Parsons *on the Law of Financial Collateral*, 2016

June 2013 – Date

Oxford University Press

Oxford

Freelance Proofreader

Proofreading a variety of law/humanities/social sciences textbooks in OUP house style to set deadlines, including collation of author corrections, liaising with the author over queries and making corrections on screen in Adobe. Titles include:

O'Sullivan, J. and Hilliard, J. *The Law of Contract (6th ed.)*, 2015

Witting, C. A. *Street on Torts (14th ed.)*, 2015

Samanta, J. and Samanta, A. *Medical Law Concentrate*, 2014

Huxley-Binns, R. *Criminal Law Concentrate*, 2014

Gruszczynski, L. and Werner, W. *Deference in International Courts and Tribunals*, 2014

June 2012 – Date

Cambridge University Press

Cambridge

Freelance Proofreader

Proofreading a variety of law/humanities/social sciences textbooks in CUP house style to set deadlines, including bibliography and reference checking. To date, I have completed over 30 titles for CUP; titles include:

Chia, S. and Plummer, M. *ASEAN Economic Cooperation and Integration: Progress, Challenges and Future Integration*, 2015

Cottier et al., *The Rule of Law in Monetary Affairs*, 2014

Reisman, W. M. and Skinner, C. *Fraudulent Evidence Before Public International Tribunals*, 2014

Opong, R. *Private International Law in Commonwealth Africa*, 2013

Dowdle, M., Gillespie, J., and Maher, I. *Asian Capitalism and the Regulation of Competition*, 2013

Klabbers, J. *International Law*, 2013

Dyson, M., and Ibbetson, D. *Law and Legal Process*, 2013

Van den Herik, L., and Schrijver, N. *Counter-Terrorism Strategies in a Fragmented International Legal Order*, 2013

Hendry, J. *Ethics and Finance: An Introduction*, 2013

July 2010 – June 2012

Allen & Overy LLP

London

Legal Proofreader

Proofreading a wide variety of documents and brochures/advertising material for this Magic Circle law firm: agreements, offering circulars, relationship statements, legal reports and Legal 500/Chambers directory entries. Types of proofreading include text to text comparisons, amendments checks, full (blind) reads for House Style, sense and consistency, as well as other specific tasks like definitions checks and cross reference checks. I have also implemented a quality control process and new brand training for an offshore team of designers, and have played an integral part in ironing out inconsistencies in the brand guidelines by liaising with Marketing and BD directors. Also edited website text into new Tone of Voice.

1 July 2008 – 31 Dec 2009

Exigent Group Limited

Cape Town, SA

Contracts & Quality Manager

Exigent is a global business services outsourcing company with offices in Cape Town, South Africa and Perth, Australia and total staff of 160+.

I was a hands on manager, spending circa 50% of my time proofreading work for Top Tier clients, as well as quality assuring in house work and using this as a basis for training and development in the firm.

- **Quality management:** overall responsibility for quality across company – introduced more rigorous in-house quality assurance processes/procedures to ensure the production of highly accurate documentation for 50+ clients. During first 2 months I assessed and benchmarked all quality checkers in the company and introduced new criteria for internal quality checks to eliminate basic errors.
- **Training:** recruited and trained 10 people to advanced operator/proofreader level to enable a 'filter down' approach to training and development across the company. Drafted and introduced a skills assessment and training plan for all staff in company – from Admin to Manager level – and mentored 3 new team supervisors in their roles.
- **Resource/people management:** managed a total of 50 WP operators and proofreaders - for Linklaters, Withers and Pinsent Masons, 24x5 - processing 300+ hours of audio dictation and 25,000+ pages per month, maintaining satisfaction levels at 99% and utilisation levels at 95%. Performance managed and motivated teams to embrace a culture of versatility and superior customer service. Worked cross functionally to resolve IT and connection problems, maintaining system integrity and confidentiality.
- **Service level management:** took over managing Pinsent Masons team (38 staff), increasing volumes by 20%, increasing deadline achievement by 10% and reducing quality complaints from 10% to 2%. Advised on and developed performance management and key performance indicators – deadline achievement, productivity, quality – across company.

Apr 1997 – May 2008

Linklaters LLP

London

Jan 2004 – May 2008 **Manager, Proofreading Department**

- **Resource management:** managed team of 56 (38 in house, 18 offshore) delivering premium document production services to 26 offices, 24x7. Produced and analysed utilisation data to ensure resources used in most cost effective way. Introduced new, home-based, team of flexible outsourced staff which reduced costs by 40%.
- **People management:** conducted appraisals, general performance management (inc. disciplinary meetings) and absence review meetings for in house team – produced competency matrices, moderated salary reviews, coached 6 team leaders in supervisory skills. Motivated team to develop a culture of excellence and innovation.
- **Business management:** responsible for a budget of £1.7m, supplier invoicing and negotiating service level agreements both with clients and suppliers. Responsible for business continuity and disaster recovery planning. In first year as manager identified and implemented a £30k cost saving on temp costs. Met budget reduction target of 20% in 2008 by increasing use of flexible resourcing.
- **Project management:** co-ordinated the introduction of a new, end to end online workflow/billing system, working with all stakeholders (users, departments, IT) to create a fit for purpose system. Managed the development of an innovative, bespoke macro for definitions checks which reduced time spent on this service by 75%.

Education

1990 – 1993

Single Honours Law - Class 2:1
University of Kent at Canterbury

1987 – 1989

A Levels: English Literature: A; French: B; History: C
The Richard Huish College, Taunton, Somerset

Additional information

- British citizen, legally able to work in UK
- 70 wpm and 95% accuracy
- Proficient in Word, Excel, Adobe Reader, PowerPoint, Outlook, Docs Corp Compare, BigHand, iManage, Desksite
- Full, clean driving licence