

CURRICULUM VITAE

Stephen York (Freelance Proofreader) T/A Stephen York Editorial Services

Experience and skills

I have been a full-time freelance proofreader for over 25 years, have proofread over 1800 publications and documents, and have experience in:

- on-screen proofreading of Microsoft Word (using Track Changes), Excel and PowerPoint files, and Adobe Acrobat PDFs (using Acrobat comment and editing tools) received by email, Dropbox or downloaded from FTP sites
- light editing of educational/vocational materials
- collation of authors' corrections, liaising with authors in the UK and abroad over the resolution of queries at proof stage.

Combining my previous employment experience in banking, financial management, and estate and property management with my extensive proofreading experience, I can offer proofreading in a broad range of subjects (see below).

Media handled

The following are just a few examples of what I handle on screen:

- blogs
- books (including school and university textbooks and teacher/lecturer resource books)
- commercial/corporate literature and documents
- directories and handbooks
- distance learning modules and educational materials, including SmartScreen for PCs and smartphones
- academic and vocational journals, and magazines
- marketing literature
- PowerPoint presentations
- reports
- website material.

Subject areas

I have extensive proofreading experience in (specialities in bold, mainly concerning business, finance, real estate and education):

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| • built environment, urban renewal and town management | • law (all areas) |
| • business studies | • management and training |
| • defence and military | • marketing and strategy |
| • economics | • organisational behaviour |
| • education, child welfare and play | • philosophy |
| • finance, accounting, banking, investment and tax | • real estate (corporate, valuation and appraisal, management) |
| • geography | • social and cultural studies (including poverty, deprivation and social exclusion) |
| • history (especially twentieth century and Ancient Greece) | • theology. |

I also have past experience in proofreading the following subjects: classic cars, crafts, DIY, exploration, fishing, gardening, sailing and travel guides.

Clients

Recent proofreading clients include:

- *City & Guilds Institute*, London: light editing and proofreading of online resources for vocational qualifications training using SmartScreen
- *HarperCollins*, London: textbook on economics for Caribbean students
- *Oxford University Press*, Oxford and India: on-screen proofreading of books on accounting, employment, finance, modern and ancient history, philosophy and theology
- *SGS United Kingdom Ltd*, Camberley (parent company: SGS SA, Geneva, Switzerland, a world-leading testing, validation and certification company): various reports, flyers, leaflets, letters and email marketing newsletter, booklets and seminar PowerPoint presentations
- *Henry Stewart Publications*: three quarterly vocational journals regarding building survey and appraisal, corporate real estate, and security and safe custody
- *UCL Institute of Education Press/Trentham Books*: books, reports, CD-ROM materials and journals relating to education (*London Review of Education* and *International Journal of Development Education and Global Learning*)
- *University College London Press*: journal papers on Canadian studies and architecture.

See website (<https://yorkeditorial.com/recent-projects-2>) for details of recent projects.

Technical resources

Equipment

IBM-compatible computer with Video/CD-RW • dual 24-inch widescreen LCD monitors for multiple file display • b/w laser printer • colour inkjet printer and scanner • superfast fibre-optic broadband (70MBs) • back-up laptop computer • Windows 10 smartphone.

Software

MS Windows 10 and MS Office 365 • Adobe Acrobat Professional DC 2015 • Internet antivirus, firewall, malware and spyware protection (regularly updated) • high capacity Dropbox with folder sharing.

Personal details

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Personal qualities

I consider my personal attributes are that I

- am a methodical, focused and dedicated proofreader
- pay attention to fine detail
- handle sensitive information in a confidential manner
- raise thoughtful queries
- work to agreed deadlines and budgets
- work flexibly to achieve the required results.

Affiliations

Registered Proofreader and Advanced Professional Member of the Society for Editors and Proofreaders (<http://www.sfep.org.uk>)

Member of the National Union of Journalists

Tax status

Self-employed/freelance registered with Inland Revenue, Leicester office. VAT registered.