

Vicky Wevell LL.B(Hons)

Personal statement

Motivated and highly solution focused, I have 17 years' experience as a legal proofreader, editor and workflow manager, excellent communication skills and am adept at juggling priorities effectively. With a degree in Law, I possess a scrupulous attention to detail, a keen awareness of deadlines and have developed and delivered high end training for document production technicians and proofreaders. I am able to proofread/edit either on screen or in hard copy, using BSI marks or bespoke systems. I have worked as an in house proofreader for two international law firms and currently work on a freelance basis for Cambridge University Press, Oxford University Press, the AAT, NetLaw Media and QLTS School.

Experience

I have been a freelance legal/business proofreader since July 2012, with clients that include Cambridge University Press, Oxford University Press, the Association of Accounting Technicians, NetLaw Media and QLTS School. Set out below is a brief summary of some of the work I have undertaken:

June 2012 – Date **Cambridge University Press** **Cambridge**

Freelance Proofreader

Proofreading a variety of law/humanities textbooks in CUP house style to set deadlines, including bibliography and reference checking:

Oppong, 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

Fry, J. D. *Legal Resolution of nuclear Non-proliferation Disputes*, 2013

Sept 2011 – Date **QLTS School** **Canada**

Freelance Proofreader/Editor

Proofreading/editing legal textbooks for QLTS School as part of their training delivery in the Qualified Lawyers Transfer Scheme. Most of these books are 150+ pages long and have tight turnarounds (3-4 days); I have met every deadline (including liaising with the author over sense queries) and received excellent feedback. Also developed a house style specific to QLTS School.

July 2010 – June 2012 **Allen & Overy LLP** **London**

Legal Proofreader

Reported to: Senior Document Design Manager

Reason for leaving: Relocated to Bristol

Proofreading a wide variety of documents and brochures/advertising material for this Magic Circle law firm: agreements, offering circulars, textbooks, 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.

20 Feb 2010 – 10 June 2010

Linklaters LLP

London

Project Manager

Reported to: Document Production Manager

Reason for leaving: Project/contract ended

Designing and implementing a project to review service delivery by an outsourced provider – providing recommendations for process improvement. Involved the co-ordination of the production of, and analysis of, large quantities of data and the preparation of a report to the Director of Document Services.

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%.

May 2001 – Jan 2004 **Supervisor, Proofreading Department**

Specific responsibility for evening and night shifts

- Enhanced quality assurance procedures to ensure highest possible standards of work achieved – introduced ‘snapshotting’ (random spot checking) of work
- Conducted training sessions for new trainee solicitors to the firm on how to draft/proofread
- Co-ordinated the conversion of over 700 documents into new template in less than one month
- Standardised delivery and content of training for new joiners and development of best practice within existing team

Apr 1997 – May 2001 **Senior Examiner/Team Leader**

- Proofread a variety of legal and marketing documentation to rigorous standards
- Co-ordinated workload; training/coaching; quality assurance; communicating information; delivering regular feedback; producing appraisals; liaising with service users

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
- 60 wpm and 95% accuracy
- Proficient in Word, Excel, PowerPoint, Outlook, Deltaview, BigHand, iManage, Desksite
- Experienced in working from home, with full IT set up