

# HB-R

# HAYLEY BEHENNA-REED

PROFESSIONAL ONLINE PROOFREADER

## OBJECTIVE

Committed to presenting the best version of you and your work.

## SKILLS

High-quality proofreading to ensure text is error-free, consistent and concise and expresses ideas clearly, preventing ambiguity in your message.  
Academic, business and website proofreading in UK, US and Australian English dialects.  
Word formatting expert.

## EXPERIENCE

### **FREELANCE PROOFREADER/COPYEDITOR • PROOFED • FEBRUARY 2020 – PRESENT**

Proofreader and editor for the largest global online proofreading company. Diverse range of clients, from bloggers to researchers. Specialising in work completed by those for whom English is a second language (ESL).

### **FREELANCE COPYWRITER • PURE CONTENT LTD • 2014 – 2015**

Writing promotional material for a varied clientele, including retailers, travel agencies and website creators.

### **CALL-TAKER/COACH • CAMBRIDGESHIRE CONSTABULARY • 2005 – 2013**

First point of contact for the public, taking non-emergency calls, requesting officer attendance, inputting crime reports and training new starters.

## EDUCATION

### **PROOFREADING ACADEMY – CERTIFIED ONLINE PROOFREADER, PASSING WITH DISTINCTION**

### **BA HONS IN PHILOSOPHY – 2:1 • 2004 • UNIVERSITY OF EAST ANGLIA**

## VOLUNTEER EXPERIENCE

Two months travelling around Thailand, one week of which was spent teaching English to early-years pupils.



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