

CURRICULUM VITAE

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

About me ...

Personal details

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Affiliations

I am an Advanced Professional Member of the Chartered Institute of Editing and Proofreading.

Tax status

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

Personal qualities

I consider my personal attributes are that I

- am a methodical, focused and dedicated proofreader
- pay close 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.

Experience and skills

I have been a full-time freelance proofreader since 1989, have proofread over 2500 publications and documents, and have experience in

- proofreading against copy and blind, both hard copy and on screen
- on-screen proofreading of Microsoft Word, Excel and PowerPoint files, and Adobe Acrobat PDFs received by email 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

- blogging, paraphrasing and rewriting.

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 next page).

Technical resources

Equipment

IBM-compatible computer with Video / CD-RW • twin 24-inch widescreen LCD monitors for multiple file display • b/w laser printer • colour inkjet printer and scanner • superfast fibre-optic broadband (100MB/sec).

Software

MS Windows 10 and MS Office 365 • Adobe Acrobat Professional DC • Internet antivirus, firewall, malware and spyware protection (regularly updated), VPN and secure, encrypted email.

Media handled

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

- books (including school and university textbooks and teacher / lecturer resource books)
- commercial / corporate literature and documents
- CVs and covering letters
- dissertations, essays and theses
- directories and handbooks
- distance learning modules and educational materials
- journals and magazines
- marketing literature and brochures
- PowerPoint presentations
- reports
- website material.

About my work ...

Subject areas

- *I have extensive academic and vocational proofreading experience in the subjects bullet-listed below, with specialties highlighted in bold.*
- *I also have experience in proofreading the following subjects: classic cars, crafts, DIY, exploration, fishing, gardening, sailing, and travel guides.*
- *astronomy (general, popular, artificial satellites (member of the British Astronomical Association and the Society for Popular Astronomy, and a former visual tracker of artificial Earth satellites for the Satellite Orbits Group at Appleton Laboratory))*
- *business studies*
- *defence and military*
- *economics*
- *education (primary, secondary, higher and vocational)*
- *finance, accounting, banking, and investment*
- *history (especially twentieth century and ancient Greece)*
- *management and training*
- *marketing and strategy*
- *organizational behaviour*
- *philosophy*
- *real estate (corporate, valuation and appraisal, management)*
- *social and cultural studies (including poverty, deprivation and social exclusion)*
- *theology and religious studies.*

Clients

Recent proofreading clients include:

- *City & Guilds Institute, London: light editing and proofreading of online resources for vocational qualifications training using SmartScreen*
- *Oxford University Press: on-screen proofreading of books on accounting, employment, finance, ancient and modern 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 newsletters; Charter Mark booklets; seminar PowerPoint presentations*
- *University College London Press / Institute of Education Press / Trentham Books: books, reports, CD-ROM materials and journals relating to education and cultural studies (e.g. London Review of Education)*
- *Universities UK: reports*
- *independent authors and students.*

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