



Edited By Emily: Freelance Editor & Proofreader

July 2012 – Present

Checking documents (both digital and physical) of all types to ensure proper spelling, grammar, and punctuation, as well as checking for accuracy, consistency, formatting, and understandability. Types of documents checked include:

- Website articles
- Nonfiction books
- Fiction books
- Class descriptions & schedules
- Technical websites
- Business presentations
- Term definitions
- Aptitude tests
- Textbook solutions
- Magazine articles
- Employee manuals
- Websites
- Blogs
- Smartphone apps
- Movie scripts
- Subtitles

Slate Communications: Editor & Proofreader

April 2018 – Present

Editing and proofreading material related to city events and recreation programs. Types of documents include:

- Class catalogs/schedules
- Magazine articles
- Websites
- Reports

Functions performed include:

- Checking spelling, grammar, and punctuation
- Ensuring consistent formatting
- Checking information for accuracy
- Ensuring logical consistency

Course Hero: Copy Editor (contract through PRO Unlimited)

November 2019 – April 2020

Edited textbook solutions for grammar, punctuation, and spelling, as well as clarity, consistency, accuracy, and conciseness. Subjects included:

- Anatomy & physiology
- Biology
- Psychology
- Accounting
- Algebra
- Calculus
- Financial management

Techopedia: Managing Editor

September 2013 – August 2019

- Checked all content before posting it live on the site, including:
 - Articles
 - Term definitions
 - Questions & answers
 - Webinar transcripts
- Managed the editorial calendar/scheduled when content would go live
- Assigned content to writers for production
- Worked with writers to create and improve content