

**Editor, Proofreader
& Pagesetter**



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

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

Kodeco: English Language Editor & Pagesetter

November 2020 – Present

• Editing programming tutorials for spelling, punctuation, and grammar, as well as clarity, consistency, and conciseness. Platforms and programming languages include:

- Android
- Flutter
- iOS
- Kotlin
- Swift
- Unity
- Providing feedback to authors on how to improve their writing skills and better follow company writing guidelines.
- Additional duties specific to books include:
 - Ensuring consistency throughout all chapters.
 - Maintaining communication with the author, tech editor, and final pass editor to ensure coordination.
- Finalizing page layout for books by inserting page breaks and resizing images.
- Ensuring all figures and code blocks have introductory text on the same page.
- Eliminating widow/orphan paragraph lines.

MediaPlant: Editor & Proofreader

July 2021 – Present

• Editing and proofreading Microsoft's documents for spelling, grammar, punctuation, and consistency.

Document types include:

- Articles
- Press releases
- Video transcripts
- B2B presentations
- Websites
- Ensuring adherence to Microsoft's extensive set of style guidelines in addition to project-specific guidelines

For more details, please see my LinkedIn profile: <https://www.linkedin.com/in/edited-by-emily/>