

Jane Doe

Proofreader

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Profile Summary

Meticulous and detail-oriented proofreader with over five years of experience in delivering high-quality editing services across various industries. Demonstrated ability to enhance the clarity and effectiveness of content through a dynamic understanding of grammar, syntax, and style. Committed to ensuring error-free publications that meet organizational and client objectives.

Work Experience

Senior Proofreader

Penguin Random House
1st June, 2019 - Present

- Proofread and edited over 150 books, leading to an average 20% decrease in grammatical errors.
- Collaborated with a team of editors to maintain high-quality standards, contributing to 95% on-time publication.
- Trained and mentored 5 junior proofreaders, enhancing team productivity by 30%.

Proofreader

The New York Times
1st January, 2016 - 31st May, 2019

- Edited daily articles to ensure clarity and precision, contributing to a 15% increase in readership engagement.
- Worked closely with journalists to deliver polished and compelling news stories under tight deadlines.
- Spearheaded a new proofreading process, reducing the time to publish by 25%.

Education

Harvard University

Bachelor of Arts in English Literature
1st September, 2011 - 30th May, 2015

Skills

Proofreading, Editing, Grammar, Content Development, SEO, Time Management

Notable Projects

Enhanced Digital Subscription Newsletter

Developed and proofed a digital newsletter strategy for The New York Times that led to a 40% increase in digital subscriptions.

Certifications

Advanced Grammar for Editors

Issued by American Society of Journalists and Authors, 15th March, 2018

Awards

Employee of the Year

Awarded by Penguin Random House, 15th August, 2020