

# CURRICULUM VITAE

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

## About me ...

### Personal details

Telephone/Fax: 0116 210 0181

Mobile: 07543 932048

Email: [yorkproof@virginmedia.com](mailto:yorkproof@virginmedia.com) or  
[syorkproofreading@gmail.com](mailto:syorkproofreading@gmail.com)

Website: <https://www.yorkeditorial.com>

### Affiliations

I am an Advanced Professional Member of the Chartered Institute of Editing and Proofreading (formerly the Society for Editors and Proofreaders).

### 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 2000 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).

### 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)
- brochures
- commercial / corporate literature and documents
- CVs and covering letters
- directories and handbooks
- distance learning modules and educational materials
- journals and magazines
- marketing literature
- 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.

- built environment, urban renewal and town management
- **business studies**
- defence and military
- **economics**
- **education (primary, secondary, higher and vocational), child welfare and play**
- **finance, accounting, banking, and investment**
- geography
- **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*)
- *University of Leicester School of Business*: course notes
- *Universities UK*: reports
- independent authors and students.

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