

CURRICULUM VITAE

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

Personal details

Telephone/Fax: 0116 210 0181
Mobile: 07543 932048
Email: yorkproof@virginmedia.com or syorkproofreading@gmail.com
Website: <https://www.yorkeditorial.com>

Keywords

blind proofreading; on-screen proofreading; collation; academic; author liaison; accounting and finance; business; economics; education; history; management and training; philosophy; real estate; theology; vocational

Personal qualities

I consider my personal attributes are that I

- am a methodical, focused and dedicated proofreader
- pay 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 1800 publications and documents, and have experience in

- proofreading against copy and blind proofreading, 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.

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).

Tax status

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

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
- directories and handbooks
- distance learning modules and educational materials
- journals and magazines
- marketing literature
- PowerPoint presentations
- reports
- website material

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 (70MB/sec).

Software

MS Windows 10 and MS Office 365 • Adobe Acrobat Professional DC 2015 and Adobe Reader XI • Internet antivirus, firewall, malware and spyware protection (regularly updated).

Subject areas

I have extensive academic and vocational proofreading experience in (specialties in bold):

- built environment, urban renewal and town management
- **business studies**
- defence and military
- **economics**
- **education, child welfare and play**
- **finance, accounting, banking, investment and tax**
- geography
- **history** (especially twentieth century)
- **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).

I also have experience in proofreading the following subjects: classic cars, crafts, DIY, exploration, fishing, gardening, sailing, and travel guides.

Clients

Recent proofreading clients include:

- *City & Guilds Institute*, London: light editing and proofreading of online resources for vocational qualifications training using SmartScreen
- *Edinburgh Business School*: course notes
- *HarperCollins*, London: book on economics for Caribbean students
- *Institute of Education Press/Trentham Books*: books, reports, CD-ROM materials and journals relating to education (e.g. *London Review of Education*)
- *Oxford University Press*: on-screen proofreading of books on accounting, employment, finance, 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*: journal papers on Canadian studies and architecture
- *University of Leicester School of Business*: course notes

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