

Copyeditor | Proofreader | Developmental Editor | offering editorial services for publishers, businesses, authors and students

### Professional editing experience

- Copyedited authored and multi-authored titles in humanities and social sciences (80+ books).
- Copyedited and proofread various non-fiction and trade books: quotes books, lifestyle, self-help, memoir, technical manuals.
- Copyedited and provided developmental editing for four novels of romantic historical fiction for published author; and a novella for self-publishing author; also, a YA science fiction title, and illustrated children's books for independent authors.
- Edited intranet-based end-user documentation for project management methodology.

### Skills and approach

- Experienced in using Microsoft Word Track Changes and application of styles. Use BSI symbols to mark up on hard copy or PDF using Adobe Acrobat.
- Flexible, well-organised, meticulous attention to detail, and careful project planning to meet deadlines.

### Training completed

- Proofreading 1: Introduction, CIEP
- Proofreading 2: Headway, CIEP
- Proofreading 3: Progress, CIEP
- Copyediting 1: Introduction, CIEP
- Introduction to PerfectIt Cloud, Cadman Training

### Educational qualifications

- Graduate Diploma in Editing and Publishing (Distinction), RMIT University
- Graduate Diploma in Business, Deakin University
- Certificate of Qualification in Social Work, University of Southampton
- BA (hons) Social Administration 2.1, University of Nottingham (social administration, social work and psychology)

### Career background

I have a wide range of professional experience and interests from my previous professional work experience – as a business learning and development consultant, instructional designer, and psychodynamic social worker and family therapist – to support my editorial services:

- From previous career as a business learning consultant, have qualifications and experience in business learning design, e-learning and organisation development, and have worked in a wide range of business sectors including financial services, accounting, management consulting, engineering and telecommunications.
- From first career in social work, have qualifications and experience in social administration, social policy, psychodynamic social work, family therapy, psychology, psychotherapy and psychoanalysis.
- From other interests, have a yoga teacher training qualification, executive coaching skills, and family and community mediation skills training.

## Testimonials

'If I've learnt anything from writing my previous two books, it's that a good editor is vital. Jane is an absolute pleasure to work with and I recommend her to help any author with the writing process.'

Fred Copestake, author, *Ethical Selling*

'Jane has worked on numerous copyediting projects for us. She is extremely reliable and her level of attention to detail is excellent.'

Louise Smith, Editorial, Florence Production

'Jane's work is of the highest professional standard. She is highly competent as an editor and proofreader, is meticulous in her attention to detail and sensitive to nuances which would otherwise have escaped me. A pleasure to work with, she creates an enduring confidence of being in safe hands.'

Professor Ray Fuller, Fellow Emeritus, Trinity College, Dublin

'It was really a pleasure and a privilege to work with you! Looking forward for potential other collaborations in the future.'

Symphorien Ongolo, PhD full-time researcher in political science at the French national institute for sustainable development (IRD – France), University Paul-Valéry of Montpellier

'I wish to thank my amazing editor Jane Woodhead who never fails to offer the best and most professional editing services a writer could ask for.'

Karen Turner, author, *Stormbird*