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About me

I'm an attentive, versatile proofreader and copyeditor with four years' freelance experience. Previously, I worked for 22 years in the public sector at Welsh Government and Estyn, the Education and Training Inspectorate for Wales.

Experience

- Professional Member of the Chartered Institute of Editing and Proofreading (CIEP)
- Proofreading and copyediting for fiction and non-fiction, including biography/memoir, contemporary fiction, self-help, LGBT, humour, young-adult, poetry, classic Welsh literature, academic essays and art
- 18 years as a communications manager in government

Specialisms

- Outdoor pursuits – walking, exploration, survival, climbing, mountaineering, cycling and adventure.
- Biography/memoir
- Contemporary fiction
- Public sector
- Education – policy & planning

Skills & knowledge: Adaptable to different genres and content types – experienced in referencing, bibliography, artwork and captions and tables. Managing typesetting and cover design.

Good communicator – clear and concise querying with clear, thoughtful suggestions and feedback.

Understands the publishing process – always meets deadlines and is sensitive to author's needs.

Background: Cardiff University graduate, BA English Literature. Former senior communications professional in Estyn, Wales, leading strategy and supporting senior civil servants in web content, national media outlets, e-newsletters, social media, corporate publications and high-profile conferences.

Career

Freelance proofreading and copyediting, March 2020–present:

- Bradt Travel Guides
- Troubador Publishing
- Whitefox Publishing
- Summersdale Publishers
- Wild Things Publishing
- Parthian Books
- Self-published authors
- Mountain Rescue England and Wales quarterly magazine (voluntarily)
- Third and private-sector organisations

- Medico-legal editing

CIEP training

- Copyediting Headway (Merit)
- Copyediting Introduction
- Proofreading Headway (Merit)
- Proofreading Progress (Distinction)
- Introduction to proofreading

Stakeholder Engagement Manager, Estyn (Education and Training Inspectorate for Wales), 2003–2023

- Leading and managing communications and events

Administrator, National Assembly for Wales, 2001–2003

IT skills

- Microsoft Word, Excel, PowerPoint
- Adobe Acrobat
- BSI proofreading marks
- Adobe InDesign
- Content Management Systems

Qualifications

- BA English Literature 2:1, Cardiff University 1998–2001
- A levels, St Austell College, Cornwall: Psychology (A), 20th-Century History (A), English Literature (B)
- 10 GCSEs A*–C
- NEBOSH National Diploma in Occupational Health and Safety

Sample portfolio

- Whitehouse, Rosie, [Liguria](#) (Bradt Travel Guides, 2024)
- Brummell, Paul, [Latvia](#) (Bradt Travel Guides, 2024)
- Marshall, Emma, [Wild Swimming Walks Eryri Snowdonia Wales](#) (Wild Things Publishing, 2024)
- Taylor, Ruth, [Sea Sick: The Adventures of a Ship's Doctor](#) (Troubadour Publishing, 2024)
- Smith, Dai, [Off the Track: Traces of Memory](#) (Parthian Books, 2023)
- Thomas, Huw, [Charles: The King and Wales](#) (Parthian Books, 2023)
- Short, Emma, [How \(Not\) to Do It All & Energise Your Life](#) (Parthian Books, 2023)
- Bedford, Joe, [A Bad Decade for Good People](#) (Parthian Books, 2023)
- Jones, Joshua, [Local Fires](#) (Parthian Books, 2023)
- Zimler, Richard, [The Incandescent Threads](#) (Parthian Books, 2022) *One of the Sunday Times' best historical fiction books of 2022*
- Bellová, Bianca, [The Lake](#) (Parthian Books, 2022) *EBRD Literature Prize Winner 2023*
- Holloway, Philippa, [The Half-life of Snails](#) (Parthian Books, 2022)
- Bohata, Kirsti (ed), [Queer Square Mile: Queer Short Stories from Wales](#) (Parthian Books, 2022)
- Howells, Rae, [The Language of Bees](#) (Parthian Books, 2022)
- Jones, John Sam, [The Journey is Home, Notes from a Life on the Edge](#) (Parthian Books, 2021)
- Boyce, Max, [Max Boyce: Hymns & Arias: The Selected Poems, Songs and Stories](#) (Parthian Books, 2021)
- Weeks, Jeffrey, [Between Worlds: A Queer Boy from the Valleys](#) (Parthian Books, 2021)
- Trezise, Rachel, [Easy Meat](#) (Parthian Books, 2021)
- Evans, Daniel; Smith, Kieron; Williams, Huw (eds), [The Welsh Way: Essays on Neoliberalism and Devolution](#) (Parthian Books, 2021)
- Mac Amhlaigh, Dónall, [Exiles](#) (Parthian Books, 2020)
- Wild, D., [Storm Seer](#) (Wild Books, 2020)
- [Mountain Rescue](#) magazine, 2020–present

Testimonials

'Gina has put a professional gloss on my amateur writing while showing endless patience with my delays and lack of computer skills. I am delighted with the result.'

– **Pat James, author**

'Gina has brought a clear, detailed and professional approach to all the projects she has assessed and proofed.'

– **Dr Richard Davies, Parthian Books**

'Gina always delivers a very prompt, efficient and professional service. She can be relied upon for her attention to detail and experienced editorial flair.'

'I wouldn't hesitate recommending Gina to anyone looking for a trusted expert to provide editing and proofreading work on their corporate projects.'

– **Rachel Moss, Head of Communications, Newport City Homes**

'As a new author I realised there's so much more to presenting a manuscript professionally for final book design. This is where Gina really helped and delivered. She prepared my manuscript meticulously and also highlighted a few areas for clarification. It was the final and very reassuring stage in the process for me.'

– **D. Wild, author of *Storm Seer* series**

'Gina has been working with us on a voluntary basis for three years now, proofreading our quarterly *Mountain Rescue* magazine. Her professional and efficient approach, and her attention to detail took us to a new level which she has continued to maintain. She is always quick to respond, and work with me to turn things round within our admittedly tight deadlines. As a very small design and production team of one, I have always espoused high production values and, thanks to Gina's input, I am extra confident that we are producing a top-class publication that can stand proudly within the outdoor sports and emergency services sector.'

– **Judy Whiteside, Editor & Publicity Officer, *Mountain Rescue* magazine**