



CLARE ROBINSON

Copyeditor and proofreader

CIEP (Professional) and EPAN member

PROFILE

I'm a copyeditor, grant reviewer and proofreader specialising in research papers and reports. I work directly with authors and with project managers/editors.

Working at different stages of document production has given me a range of skills: fine attention to detail and accuracy from proofreading; an eye for clarity and logic from copyediting; and from grant reviewing, an ability to align texts with external outcomes and requirements.

I enjoy the variety of freelancing, and have developed thorough but flexible working practices to achieve high standards and meet deadlines. I'm confident in my ability to work autonomously while maintaining excellent communication skills with co-workers, managers, clients and technologists.

CONTACT

WEBSITE:

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<https://www.linkedin.com/in/clare-robinson-editorial/>

SKILLS AND SPECIALISMS

- Subjects include medical writing, business management, finance, education, psychology, language acquisition
- Fluent French and intermediate Spanish (spoken and written)
- Proficient in MS Word, Adobe Acrobat and BSL symbols

EDUCATION AND TRAINING

Editorial

Basic Proofreading (Merit), Publishing Training Centre, 2020
Proofreading 1, Chartered Institute of Editing and Proofreading, 2020
Copyediting 1, Chartered Institute of Editing and Proofreading, 2021
Copyediting 2, Chartered Institute of Editing and Proofreading, 2022
Medical Editing, Chartered Institute of Editing and Proofreading, 2024

Academic

PGCE in MFL (French), Open University, 2012
MA in French with Commendation, Queen's University Belfast, 2009
BA in French Studies with Distinction, Queen's University Belfast, 2007

WORK EXPERIENCE

Copyeditor (freelance)

2016–Present

I work with writers, editors and packagers to copyedit articles, theses and reports, adhering to style guides and client requirements. I use MS Word (tracked changes and comments), Acrobat markup or client content management systems. Clients include Aptara and Advance HE.

Grant reviewer (freelance)

2022–Present

Editing and providing suggestions for STEM proposals (IUK Smart, NSF SBIR, EIC) for Grantify.io.

English for Academic Purposes tutor (INTO Queen's University Belfast)

June 2015–Dec 2021

I delivered courses in research and dissertation-writing and critical thinking skills. I developed learning resources for online, blended and classroom EAP programmes.

Document specialist, translator and team lead (untitled web app)

Dec 2018–Oct 2019

I developed French–English vocabulary banks for input into a language-learning app. As team lead, I coordinated the schedule and workflow for French translators.

English as an additional language resource specialist (British Council)

Sept 2014–June 2015

I designed, created and reviewed teaching resources for students with English as an Additional Language.

French/ELT teacher (Queen's University Belfast and others)

Oct 2007–May 2020

Taught A1–C1 French for QUB Language Centre.