

CURRICULUM VITAE



Stephen York T/A Stephen York Editorial Services

Personal details

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Affiliations:

I am

- an Advanced Professional Member of the Chartered Institute of Editing and Proofreading
- a member of the Society for Popular Astronomy
- a member of the Richard III Society.

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 2500 publications and documents, and have experience in

- proofreading against copy and blind, both hard copy and on screen (on-screen proofreading only is offered now)
- 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 and rewriting
- I can offer proofreading in a broad range of subjects (see next page).

Technical resources

Equipment

IBM-compatible computer with Video / CD-RW • b/w laser printer • colour inkjet printer and scanner
• superfast fibre-optic broadband (130MB/sec).

Software

MS Windows 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)
- commercial / corporate literature and documents
- CVs and covering letters
- dissertations, essays and theses
- directories and handbooks
- distance learning modules and educational materials
- journals and magazines
- marketing literature and brochures
- PowerPoint presentations
- reports
- website material.

Subject areas

I have extensive academic and vocational proofreading experience in the subjects that are bullet-listed below, with specialties highlighted in bold.

- **astronomy (general, popular, artificial satellites)** (I am a former visual tracker of artificial Earth satellites for the Satellite Orbits Group at the Science Research Council's Appleton Laboratory in Slough, and read extensively in all matters astronomical)
- **business studies**
- defence and military
- **economics** and economic geography
- **education (primary, secondary, higher and vocational)**
- **finance, accounting, banking and investment**
- history (especially twentieth century, ancient Greece, Wars of the Roses and King Richard III)
- **management and training**
- **marketing, strategy and branding**
- philosophy and ethics
- **real estate (corporate, valuation and appraisal, management)**
- social and cultural studies (including poverty, deprivation and social exclusion)
- theology and religious studies.

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
- 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)
- Universities UK: reports
- independent authors and many students.