

PROFILE

I am a professional editor who specialises in copyediting, proofreading, and formatting documents for academics, students, independent authors, business owners, and organisations. In 2012 I qualified as an [Accredited Editor](#) with the Institute of Professional Editors (IPEd). This qualification certifies my competence in applying the standards set out in the [IPEd standards for editing practice](#). I have extensive experience in academic editing, particularly thesis editing for higher degree research students, as well as fiction and nonfiction manuscript editing. I also have strong administrative skills and financial literacy through my training and early career in business administration.

QUALIFICATIONS / PROFESSIONAL AFFILIATIONS

Education and training

- 2012–13: Master of Arts with specialisation in Editing and Publishing (GPA 6.75 on 7-point scale), University of Southern Queensland
- 2012: Qualified as an Accredited Editor through IPEd accreditation exam held Australia-wide
- 2011: Graduate Certificate in Editing and Publishing (GPA 6.5 on 7-point scale), University of Southern Queensland
- 2002: Certificate III in Business Administration, Brisbane and North Point Institute of TAFE
- 1984: Commerce postgraduate student, four subjects (GPA 6 on 7-point scale), The University of Queensland
- 1980–82: Bachelor of Arts in Secretarial Studies (GPA 6.2 on 7-point scale), Canberra College of Advanced Education (now University of Canberra), majoring in Accounting

Professional affiliations

- Advanced Professional Member of the [Chartered Institute of Editing and Proofreading \(CIEP\)](#)
- Professional Member of the [Institute of Professional Editors \(IPEd\)](#) and current chair of the IPEd Accreditation Board, which manages the [IPEd accreditation scheme](#)

HONOURS / AWARDS

- 2016 and 2010: Queensland University of Technology Vice-Chancellor's Award for Excellence (YuMi Deadly Centre team, Faculty of Education) in recognition of sustained performance and outstanding achievement in learning and teaching, partnerships and engagement, and research
- 1982: Zonta Prize for best student in the final year of BA Secretarial Studies degree
- 1982: Australian Society of Accountants' Special Prize for excellence in accounting studies

CAREER HISTORY

[CC Editing Services](#)

Owner/editor

2019 – Present

Editing, proofreading, and formatting services for academics, students, independent authors, business owners, and organisations. See my [portfolio](#) for examples of some of the publications I have worked on.

Queensland University of Technology (QUT): YuMi Deadly Centre (YDC), Faculty of Education

Research project officer (fixed-term part-time)

Sept 2009 – Dec 2019

High-level executive, administrative and editorial support to YDC personnel and projects:

- provide strategic and independent executive support to YDC Director
- edit YDC project resources, reports, and research publications
- compile marketing and communications materials, including YDC newsletters
- develop and manage YDC website and blog
- organise YDC special events including annual Sharing Summit
- develop guidelines and templates for YDC, including editorial style sheet, to ensure quality and consistency of written materials.

Freelance

Thesis editor (part-time)

Feb 2007 – Dec 2019

Copyediting and proofreading services for higher degree research students in accordance with the guidelines laid out in the university-endorsed national [Guidelines for editing research theses](#), comprising some or all of the following tasks:

- format document to meet university presentation and style requirements
- copyedit and proofread document to ensure consistency and to correct minor grammatical, spelling, and typographical errors
- crosscheck in-text citations against reference list
- raise queries where appropriate with suggestions for students to follow up.

QUT: School of Mathematics, Science and Technology Education, Faculty of Education, Kelvin Grove

Research assistant (casual part-time)

Oct 2005 – Sept 2009

Administrative and research support for academic staff and research projects.

QUT: School of Mathematics, Science and Technology Education, Faculty of Education, Kelvin Grove

Administrative assistant (fixed-term part-time)

Feb 2003 – Oct 2005

Reception and other administrative duties in the school office, including relief work as secretary to the head of school.

Brisbane TV Limited (Channel 7), Mt Coot-tha

Computer operator (casual part-time)

Mar 1991 – Feb 1992 and Oct 1994 – Feb 1995

Accounts payable, payroll, and general administrative duties.

Griffin Jones, Accountants and Tax Agents, Queen Street, Brisbane

Executive secretary/office manager

Aug 1984 – Dec 1989

High-level executive and administrative support:

- provide secretarial support to managing partner
- manage and organise office including supervision of staff and control of workflow
- liaise with clients regarding accounting and taxation matters
- extensive use of word processing, tax management, and spreadsheet software.

Brisbane College of Advanced Education, Kelvin Grove

Committee secretary

Jan 1983 – Jul 1984

Secretarial support to various boards, councils, and committees of the college:

- prepare agendas and supporting documents
- attend meetings and write minutes
- prepare post-meeting action sheets and reports.

Volunteer experience

- 2017–present: Various roles with IPED, including secretary for Editors Queensland branch (2017–2020), member of Standing Committee on Academic Editing (2017–present), and member of the IPED Accreditation Board (2021–present; chair 2023–present)
- 2002–2011: Newsletter editor, Kenmore Junior Australian Football Club
- 2002–2005: Newsletter editor, Kenmore Junior Cricket Club
- 1992–2003: Breastfeeding counsellor, Australian Breastfeeding Association, including a two-year term as assistant Queensland branch president and three years as a local assessor for trainee counsellors.

REFEREES AND TESTIMONIALS

Names and contact details of referees can be provided on request. See the [Testimonials page](#) of my website for client testimonials.