

# GEOFFREY NICHOLAS GREEN

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Golwg-y-Mynydd, Trefeglwys,, Caersws, Powys SY17 5PN

## Skills

- Basic
- C.N.A
- French
- Law
- Proofreading

## Education

2011

**Publishing Training Centre** |  
London

Basic Proofreading by distance  
learning course (pass with merit)

1979

**Dorset Institute of Higher  
Education** | Poole

Bachelor of Arts: Law and French

## Professional summary

### Work history

06/2016 - Current

**University of Wales Press** | Cardiff  
Freelance Proof Reader

- Meticulously marked up and corrected grammatical, punctuation and spelling errors for faultless results.

06/2012 - Current

**Cambridge University Press** | Cambridge  
Freelance Proof Reader

I proofread academic books, mainly legal titles, ensuring consistency with the publisher's house style.

05/2017 - 04/2018

**Mr Paul Laffan**  
Freelance Proof Reader

I worked closely with the author, proofreading his manuscript in both UK and subsequent conversion to US style. I made valuable suggestions in his quest to find a publisher.

03/2011 - 07/2013

**British Red Cross (Volunteering Advisor)** | Abergele, CWY  
Freelance Proof Reader

As a volunteer I proofread three handbooks. As the charity had not used a volunteer proof reader before in Wales I convinced it of the benefits of proofreading and to this end devised a proofreading brief/check-list for its future use. The British Red Cross graciously acknowledged the consequent improvement in the standard of its publications.

04/2012 - 06/2012

**Students** | UK  
Freelance Proof Reader

I proofread two legal assignments and one nursing assignment offering advice on how the text could be further

improved.

02/2010 - 09/2011

**Mr Charles Bose** | Chepstow, MON

Freelance Proof Reader

As a volunteer I proof read four issues of *The Journal of the Kilvert Society* working directly with the Editor often at high speed to a tight copy deadline.

02/2011 - 04/2011

**Mr Steve Poole (author)** | Farnborough, HAM

Freelance Proof Reader

Proofread thirty-chapter crime thriller applying copy editing skills to the author's manuscript.

08/2002 - 09/2006

**Powys County Council** | Llandrindod Wells, POW

Relief Registrar of Births, Deaths and Marriages

08/1996 - 03/2001

**Cheshire County Council** | Chester

Registrar of Births, Deaths and Marriages

Within tight legal parameters, following direct public questioning I was responsible for registering births, deaths and marriages.

03/1988 - 07/1996

**Cheshire County Council** | Macclesfield, CHE

Superintendent Registrar

Within tight legal parameters I was responsible for the preliminaries to and conduct of civil marriages at the Register Office and licensed venues. I also meticulously checked the accuracy of the birth, death and marriage records prior to quarterly despatch to The Registrar General

09/1984 - 03/1988

**Hertfordshire County Council** | Hertford, HRT

Registrar/Deputy Superintendedent Registrar

10/1980 - 11/1984

**Hampshire County Council** | Winchester, HAM

Registrar of Births, Deaths and Marriages