

# BEN CORRIGAN

## Summary

Experienced editor and proofreader with a passion for the written word. Organised and thorough, with a good eye for detail and excellent time-management skills. Able to work as part of a team as well as on own initiative.

## Work experience

### **May 2009 to present Freelance proofreader and copy editor** **[www.the-whole-proof.com](http://www.the-whole-proof.com)**

- Providing proofreading, copy-editing and copywriting services for a wide range of clients, including Norland College, Heidrick & Struggles, Sancus Solutions, Mother Tongue Writers, Full Proof, Sprachenfabrik, Visual Data Media Services, and CQ fluency.
- Editing and proofreading fiction for private individuals.
- Localising from US to UK English.
- Editing articles for academics, and proofreading essays, dissertations and theses for students.
- Creating and checking subtitles and closed captions, with projects including *Detectorists* for Netflix and the 2023 feature film *Boudica: Queen of War*.

### **October 2008 to April 2009 TV Listings Sub-Editor** Global Listings, London

- Produced monthly media schedules, EPGs and schedule amendments for a number of key accounts, including Discovery Science UK, National Geographic Benelux and Extreme Sports.
- Carried out accuracy checks.
- Rewrote, edited and proofread copy to a pristine final.
- Wrote for Fiver and Five USA's Press Highlights.
- Liaised with translators and local offices across Europe.

### **January 2004 to September 2007 Reader** Pindar Set Limited, Manchester

- Proofread advertisements for Yellow Pages directories.

### **January 2003 to December 2003**

Career break to focus on writing first novel.

### **June 2002 to December 2002 Publications Assistant** Yellow Partnership Ltd, Manchester

- Proofread advertisements and liaised with Design department.
- Wrote and edited children's stories, activity books and posters.

### **July 2001 to June 2002 Data Services Officer** Greater Manchester Police, Manchester

- Working in the Criminal Records Unit, evaluated incoming documents for relevance and accuracy, and inputted and amended information held on the Police National Computer and local intelligence systems.

### **June 1999 to July 2001**

Various temporary administrative-support contracts, including Business Services Assistant for the Environment Agency.

### **July 1998 to 31 May 1999 Listings Writer** Broadcasting Dataservices, London

- Wrote and sub-edited accurate, informative and concise billings for BBC1 and BBC2 programmes.
- Produced, as member of a four-person team, the BBC's weekly Programme Summaries document.
- Liaised with internal BBC departments, national newspapers and external customers.
- Had full responsibility for compiling, inputting and releasing monthly listings documents for *Living* and *UK Play*.

### **December 1996 to July 1998**

Various temporary administrative-support contracts.

## Contact

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3 Green Lane, Sheffield. S3 8SJ.**

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## Skills

- Copy-editing and proofreading
- Creative writing and copywriting
- Organisation and eye for detail
- Time management and meeting deadlines
- Self-motivation and working on own initiative
- Computer literate with excellent working knowledge of Microsoft 365 and Adobe Acrobat

## Education

MA Creative Writing, 2008, Bath Spa University

BA English Literature, 1996, University of Sheffield

## Certifications

Professional member of the Chartered Institute of Editing and Proofreading

## References

Available on request