



TESS JOLLY

FREELANCE PROOFREADER AND COPYEDITOR

CONTACT

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www.poemsandproofs.co.uk

PROFILE

A highly motivated and diligent individual, I am committed to providing publishers and authors with an exemplary and trustworthy service that combines my natural flair for language with high-quality editorial training. My aim is to support authors in ensuring their work looks polished and professional, their language shines, and their message reaches its intended readership in a publication they are proud to put their name to.

I edit mostly nonfiction, and have a particular interest in the fields of self-development, mental health and wellbeing; entrepreneurship and thought leadership; life stories and memoir; women's narratives and creative nonfiction. I strive to build strong relationships with my clients, and have received consistently positive feedback on my work.

As a Professional Member of the Chartered Institute of Editors and Proofreaders, I am bound by their Code of Practice and Dignity Policy. I am an active member of their editorial forums.

I am committed to my continuing professional development and regularly further my training to develop new editorial skills to enrich my work.

SKILLS

- Excellent writing skills with exceptional spelling, punctuation and grammar
- Meticulous attention to detail and pride in my work
- Good organisational skills with a proven ability to prioritise workload and meet deadlines
- A positive attitude and enthusiasm for learning

WORK EXPERIENCE

Social activities admin assistant (part-time), West Sussex Mind, 2022–present

- Using Mailchimp and Canva to create and edit the timetable of social activities and the monthly newsletters
- Communicating with service users and colleagues on email and Microsoft Teams
- Liaising with colleagues to ensure an efficient and high-quality service that empowers service users

- Comfortable working independently and keen to show initiative
- Strong communication and relationship-building skills
- Self-reflective in order to evaluate and improve professional practice

QUALIFICATIONS

Chartered Institute of Editors and Proofreaders

Getting to Grips with Grammar and Punctuation, 2023

Copyediting: Headway, 2022

Copyediting: Introduction, 2022

Word for Practical Editing, 2021

Proofreading: Headway, 2020

Proofreading: Introduction, 2020

University of Chichester

PGCE in Primary Education

University of Sussex

Master of Arts Degree in Creative and Critical Writing, Merit

GEOS English Academy

Teaching English as a Foreign Language

University of Surrey

BA in English Literature, First-Class Honours

Freelance proofreader and copyeditor, Poems and Proofs, April 2021–present

- Checking issues of spelling, grammar, punctuation and formatting for accuracy and consistency according to the preferred style
 - Improving clarity, flow, and inner logic and consistency
 - Adhering to house style (whether UK or US English) and creating a bespoke style sheet that records additional editorial decisions
 - Editing for conscious language and issues of diversity and inclusivity
 - Liaising respectfully and supportively with clients and explaining edits sensitively
 - Raising queries where necessary to ensure client satisfaction and to save time further on in the editorial process
 - Editing competently in Word using Track Changes or on PDFs using the markup tools, or using the publisher's own platform
 - Incorporating the use of editorial software such as PerfectIt and tools such as macros, wildcards and Word Styles into my work to improve efficiency and accuracy
 - Fine-tuning and smoothing the writing while preserving the author's unique voice
 - Collaborating with colleagues to ensure best practice in my work
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Editor, The Writer's Advice Centre, July 2021–present

- Writing sensitive, honest and constructive appraisals of manuscripts to support authors on their journeys towards publication
 - Communicating effectively with the publisher to ensure best practice
 - Managing time successfully to ensure deadlines are met
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Library assistant, West Sussex Library Service, 2013–2023

- Communicating well with customers and colleagues with the goal of providing excellent customer service
 - Responding appropriately and effectively to enquiries
 - Supporting customers with research, including access to databases
 - Liaising with local schools to promote literacy among children and young people and help empower them to see themselves as readers
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PUBLICATIONS

- *Intimate Architecture* (Blue Diode Press, due 2025)
- *Breakfast at the Origami Café* (Blue Diode Press, 2020)
- *Thus the Blue Hour Comes* (Indigo Dreams, 2017)
- *Touchpapers* (Eyewear Publishing, 2016)