



## Editwrite – self-employed (since April 2015)

I am a professional **proofreader** and experienced **business writer** with particular interest in **health information** and **plain English**. I work freelance from my home in Leamington Spa, Warwickshire, helping **businesses**, **charities** and **other organisations** to produce **clear**, **consistent** and **accurate** text.

### Regular client work

- Proofreading materials for a **global assessment company** whose clients are large corporate organisations, mainly working with Word documents but sometimes online or in PowerPoint
- Proofreading a **monthly membership magazine** for a professional body within the health sector, beginning by proof-editing articles in Word then doing final checks on the full PDF proof
- Proofreading **business plans** (in Word) and **pitch decks** (fully designed PDFs) for a company whose clients are start-ups looking for investment
- Proofreading **student reports** for an independent senior school, directly within the school system
- Proofreading ‘starting school’ **picture books** and **information booklets** (fully designed PDFs) that my client writes and tailors for individual schools

Much of my work for business clients isn't limited to a traditional definition of proofreading and involves a level of copyediting and general quality assurance as well.

### Editorial training and qualifications

#### Advanced Professional Member of the Chartered Institute of Editing and Proofreading (CIEP)

- Upgraded from Professional Membership in 2024
- CIEP conference delegate in 2020, 2022, 2023 and 2024
- Completed training courses with CIEP: Introduction to proofreading; Brush up your grammar; Introduction to copy-editing; Editing with Word; Web editing; Plain English for editors; Editing digital content

#### Accreditation from the Publishing Training Centre (PTC)

- Basic Proofreading, awarded with Merit, September 2017

#### Member of the Patient Information Forum (PIF)

- Completed training course: Writing health information
- Regularly attend webinars

#### Member of Plain Language Association International (PLAIN)

- Regularly attend webinars

#### Other training

- Plain English campaign: Plain English reports; Plain English design; Plain English writing for websites
- E-learning modules with the PTC: Adobe tools for editors; Copyright essentials; Editing references



## Other project examples

- Writing, editing and proofreading **resources for children, young people, families and professionals**, for a health sector charity
- Writing a **strategy document** for a young people's charity, being led by input from young people
- Contributing to projects as a **text expert**, for a health applications company
- Writing **local authority strategy documents** and needs assessments
- Proofreading and editing **articles** and **website text** for various small businesses and individuals
- Streamlining a charity's guidelines into one **plain language** document
- Various work for a public sector consultancy firm, including copywriting for their **website** and **marketing materials**, and writing **analysis and review documents**

## Previous employment – Warwickshire County Council (2000–2015)

During my local authority career, I undertook a number of roles within children's services planning, performance and commissioning. For a full list of roles and duties, please see my [LinkedIn profile](#) or [contact me](#). Significant achievements and experience include:

- **Writing a variety of documents for different purposes**, including analysis reports, summaries, newsletters, annual review reports, strategies, board reports and business cases
- **Writing documents for a wide range of audiences**, including senior directors, Ofsted inspectors, elected councillors, children and young people, and the public
- **Being an expert in performance management**, including producing detailed data reports for social care teams, supporting them with recording and process improvement, managing Ofsted inspections, and producing a department-wide performance framework on which to hang business plans and individual development plans
- **Being part of a major children's services tender process** in my role as a commissioner, from bid evaluation through to implementation

## Education

### Postgraduate Diploma in Management

(public sector management through work-based learning)  
Distinction, Coventry University, 2006

### BA (Hons) Psychology & Education

2:1, University of Warwick, 2000

## Personal and voluntary

I live with my husband, two children and two cats in Leamington Spa. I work from home and enjoy the flexibility this brings around our busy family life.

I run regularly and have recently started volunteering at my local **parkrun**, my favourite roles being marshal and tailwalker. Whether running or volunteering, I love playing my small part in this community, giving people a free and inclusive opportunity to improve their physical and mental health.

My previous volunteering roles were led by the stage my children were at. Between 2012 and 2017, I helped **Warwickshire Central branch of the National Childbirth Trust (NCT)** by proofreading and writing for their newsletter, and between 2013 and 2023, I did various work for **Brookhurst Primary School and its parent-teacher association (PTA)**. This included a year as PTA chairperson, a year as PTA secretary, and multiple stints as a parent helper for reading and school trips over the years.

When I'm not working, running or doing family things, you might find me reading a book, listening to music or enjoying a cup of tea and a cake with friends.