



# TESS JOLLY

FREELANCE PROOFREADER AND COPYEDITOR

## CONTACT

 07940 466035

 tessjolly1@gmail.com



[www.linkedin.com/in/tessjolly1](https://www.linkedin.com/in/tessjolly1)

[www.poemsandproofs.co.uk](http://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; life stories and memoir; women's narratives and creative nonfiction; children's books and poetry. 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
- 

### 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
- 

### 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
- 

## PUBLICATIONS

---

- *Intricate 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)