



ROBERT HOLDEN

Editor and Proofreader, trading as Draftproof Editing

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PROFILE

I am hard-working and meticulous, determined to see a task fully finished to a high standard while working well to deadlines. I am comfortable relating to a very wide range of people in person, on the phone or in writing.

SKILLS

Copyediting, line editing and proofreading of academic, business and creative documents, including books, theses, journal articles, e-learning materials, grant applications, market research reports, memoirs and fiction. Familiar with editing in Word, PowerPoint and Publisher and using PDF markup in Adobe Acrobat. Able to adapt to different style guides and referencing systems.

TRAINING & PROFESSIONAL BODIES

- Becoming a Proofreader (Distinction) February 2021 – Interactive Learning Ltd, UK
- Copyediting 1: Introduction – Chartered Institute of Editing and Proofreading, UK
- Copyediting 2: Headway (Merit) – Chartered Institute of Editing and Proofreading, UK
- Word Styles and Templates for PC – Cadman Training Services
- Non-Fiction Developmental Editing – Chartered Institute of Editing and Proofreading, UK

Chartered Institute of Editing and Proofreading (CIEP) – Professional Member

Association of Freelance Editors, Proofreaders and Indexers (AFEPI) Ireland – Full Member

PROFESSIONAL EXPERIENCE

- December 2023–present. Proofreading educational materials for Augustine Institute, USA.
- November 2023–present. Line and developmental editing for Envelope Books, London.
- August 2023–present. Copyediting reports for national bodies via O’Hanlon Media, Dublin.
- April 2022–present. Copyediting academic books for four UK university presses, including liaising with the author(s) and project manager to ensure all edits match the style guide and author’s preferences.
- March 2021–May 2023. Regular work proofreading and editing with Proofed, where I was part of five dedicated client teams for business, academic and memoir documents. I also reviewed the work of other proofreaders for final approval before texts are returned to the customer.
- Proofreading, copyediting and line editing non-fiction and fiction texts for independent authors and corporate clients.

OTHER EXPERIENCE

- Ten years teaching English as a Foreign Language, literacy, communication and English.
- Ten years handling administration, communication and finances for a children’s theatre school.
- Founded and led a church and charity for over 20 years, which involved preparing and delivering talks and training material (in person and online), team leadership, pastoral care, administration and financial management, charity registration, establishing and running a community centre and free meal service.
- Five years doing typesetting and graphic design for a local print company, using QuarkXPress and other layout platforms.
- I have helped establish two other charities, serving on their boards, setting up governance policies and procedures, keeping accounts, chairing meetings and reporting to regulators.

OTHER EDUCATION

Certificate in Teaching English as a Foreign Language, MEI-RELSA, Ireland
Postgraduate Diploma in Newspaper Journalism, University of Central Lancashire
First Class Honours MA in English Language and Literature, University of Aberdeen

AREAS OF INTEREST

My life experience means that particular areas of interest are religion, theology and spirituality; linguistics; education; history and current affairs; international development; and charity governance.

References available on request.

