
Proofreader Resume

Colleen Figg

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🔍 PROOFREADER 🔍

Full professional proficiency in the English and Afrikaans languages.

SUMMARY: I would describe myself as a lover of language and from that love comes a strong desire for exactitude. I am extremely observant and detail-driven. I not only check for spelling and grammatical errors, but errors or oversights in layout, formatting and general composition too. I feel confident that I leave my client with a more well-rounded result; be that a novel, a report, advertising copy, or an annual financial report (and more).

CORE COMPETENCIES

- Spelling & Punctuation
- Word usage
- Accuracy
- Grammar
- Content cohesion
- Message tone
- Punctuation
- Text format
- Style and consistency

HOW I STARTED

- I started doing proofreading naturally when working professionally in office environments, checking all reports and documents, minutes and all other such material as emanates naturally from an office environment.
- I began working as a freelance Proofreader around 2005, while I still worked in the industries in which I was employed (as a secretary/PA usually). At around this time I was also employed as a columnist for News24 (from 2006 to 2009) and I began to think about making language and writing my mainstream work. I also ran a very successful blog for about twelve years.
- I have proofread many different types of material and don't consider myself to be restricted to any type of field or subject matter.

PROFESSIONAL EXPERIENCE

My first paid assignment was many years ago and it involved proofreading and checking the big pharmacy M-KEM's advertising copy.

Besides novels and nonfiction manuscripts, I have a vast amount of experience reading and checking material like:

- PhD Theses, Master's Dissertations
- Advertising and marketing copy
- Website copy
- Training manuals
- Magazines
- Annual Financial Statements and other auditing and accounting work (IFRS and IAS implementation guidelines)
- HACCP and ISO documentation
- Psychologists' court reports

I list below some of the people and companies I have worked for (others cannot be included for reasons of confidentiality). The list is not exhaustive:

- SAICA (South African Institute of Chartered Accountants) monthly Magazine (entire magazine)
- BhalaGood IFRS Training and Accounting specialists (Annual Financial Statements, PowerPoint presentations, reports and assorted documents).
- Temping – Proofreading HAACCP and ISO 2001 documents
- Ace Moloji – Novel (In her Fall Rose a Nation)
- Ntshala Mahase (new novel – can't be named) and his first novel Life Out of the Ordinary.
- Mduzuzi Manyandi – A series of motivational articles for blog posts.
- Colleen Herman (Masters in Nursing)
- Andre St Arnaud; novel: Tears of Ice
- I had a long-standing contract proofreading court reports for a psychologist based in Blouberg (name cannot be divulged) and read her Master's thesis too.

REFERENCES

"I was referred to Colleen by my publisher prior to publishing my book as she saw the need for a strong editorial hand for my manuscript. Having done my research about her and her work I didn't hesitate to entrust her with polishing my manuscript, of course being sceptical about the fact that she's white and the book talks explicitly about white privileges. To my surprise, she remained objective throughout the whole edit. She finished well in time and she charged way less than I had anticipated. But what excited me throughout working with her, is her ability to include the author and make him part of the editing process. At the same taking necessary decisions on behalf of the author. She returned my manuscript with half of the words cut out. I was hurt, but this shows she took my manuscript for an edit not for a read and for this reason my manuscript is as perfect as it possibly could and ready for publication. For this reason, I'm greatly indebted to Colleen and wish she could help most authors as she had helped me." – ***Ntshala Mahase (Award-winning author of Life out of the Ordinary)***

"Colleen Figg did the proofreading and editing of my Masters in Nursing Thesis (Stellenbosch University). I appreciated her diligence and professional manner in the quality of the work, and value for money.

I would recommend Colleen's proofreading skills to any tertiary student!" - Colleen Herman

REFERENCE: COLLEEN FIGG - PROOF READING

To whom it may concern

Colleen has worked for me on an ad-hoc basis for 10 years. Her assistance includes:

- reviews of financial statements to ensure that there are no grammar or spelling mistakes;
- formatting of PowerPoint slides for the training I do; and
- proof-reading training material.

Colleen works to a high standard and her turn-around times are very good. I recommend that you use her services.

Please feel free to contact me should you require any further information.

Glynnis Carthy CA(SA)

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COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint and Adobe Acrobat