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Because Your Publications Deserve It

Here's what I do:

- Proofread all texts coming from any creative group at various stages of production, as well as any internal or sales communications, for typographical or grammatical errors, client agency preferences, and overall job appearance. Edit and make corrections as necessary.
- Prioritize and manage a diverse and dynamic workload to ensure that work flow continually meets deadlines.
- Maintain and update a distinct style guide for each client's output with accurate contact and legal information plus preferential nuances regarding word choice, punctuation, form, and more.
- Adhere to process and quality procedures to approach 100% accuracy for all components of each job.
- Train new account and creative coworkers as well as freelance proofreaders in agency and client style preferences, the oral method, and clear expectations.
- Ensure precision and consistency across client work.
- Perform other proofreading duties as required.
- Perform copywriting as requested.

My Background and Capabilities:

- Bachelor's degree in communication plus wide-ranging work history.
- Almost manic attention to detail with goal of zero tolerance for errors.
- Experience in governmental and corporate document-production settings.
- Extensive knowledge of proofreading marks and skills.
- Excellent command of the English language and grammar as well as written and verbal communication deftness.
- Strong interpersonal skills that encourage team cooperation.
- Flexibility to adjust to sudden deadlines and constant interruptions.
- Proficient in Microsoft Word, WordPress, and similar applications.
- Adept and proactive in researching client and technical information online.
- Able to work independently with minimal supervision and as part of a team.
- Able to prioritize work and meet deadlines without compromising exactness or thoroughness.

Mine is that other set of eyes you need,
and they come with considerable brains behind them.

Howie Richey, Professor