

# Catherine Turner | Turner Proofreading

[catherine@turnerproofreading.com](mailto:catherine@turnerproofreading.com)

[www.turnerproofreading.com](http://www.turnerproofreading.com)

Catherine's work is professional, thorough, detailed and prompt. I was delighted by her work on my book. Not only did she edit my copy beautifully, but she went the extra mile of checking my quotes and double checking my facts. I will not hesitate to use her again and recommend her enthusiastically to others! – **Rachel Scott, author of *Head Over Heels: A Yogi's Guide to Dating***

## Summary

As a full-time proofreader and copy editor with over three years' experience, I am passionate about making your content look polished and professional.

## Qualifications

- Copyediting Standards, Queen's University Professional Studies
- General Proofreading: Theory and Practice™, Proofread Anywhere
- Basic Proofreading, Publishing Training Centre
- Bachelor of Business Studies (Economics and Finance), Waterford Institution of Technology

## Experience

### Freelance Proofreader and Copy Editor

May 2017 - Present

#### Turner Proofreading

- Proofread and copy edit written content for typographical errors such as spelling, grammar, incorrect punctuation, repeated or missing words, formatting inconsistencies, and appropriate capitalization and hyphenation.
- Experienced in the areas of nonfiction books, online course material, blog posts and email newsletters, website content, and economic publications.
- Proofread and copy edit on-screen using Microsoft Word and Google Docs.

### Editorial Team Lead

January 2014 – March 2017

#### Statistics Division, Central Bank of Ireland

- Proofread and copyedited the Financial Developments chapter of the Quarterly Bulletin, checking for proper grammar, spelling, punctuation, and formatting issues.
- Led a team of proofreaders, coordinating the submission and proofreading of statistical articles.
- Liaised with authors to discuss my changes/suggestions with them.
- Proficient in marking up using the British Standards Institution (BSI) symbols.
- Displayed commitment to improving the quality of our output through drafting a style guide, ensuring we proofread to a consistently high standard.