



CLARE ROBINSON

Proofreader and copy-editor
CIEP member

PROFILE

I'm a trained proofreader and copy-editor specializing in academic texts written by post-graduate multilingual authors.

I'm passionate about helping writers achieve excellent standards by making visible improvements to clarity, organization and formatting. I've worked as a research skills and dissertation-writing tutor, and understand the standards expected at post-graduate level and in academic publishing.

I am largely self-employed, but I also successfully collaborate with tutees and teaching colleagues. As such, I'm confident in my ability to work autonomously while maintaining excellent communication skills with all project stakeholders.

CONTACT

WEBSITE:

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<https://www.linkedin.com/in/clare-robinson-9514aab3/>

SKILLS AND SPECIALISMS

- Fluent French (spoken and written)
- Subjects include French studies, education (ESOL) and business management
- Working with multilingual authors
- Proficient in MS Word and Adobe Acrobat
- Referencing: Harvard, MHRA, OSCOLA, APA

EDUCATION AND TRAINING

Proofreading

Basic Proofreading (Merit), Publishing Training Centre, 2020
Proofreading 1 (currently completing), Chartered Institute of Editing and Proofreading

Subject specialisms

PGCE in MFL (French) (Open University), 2012
MA in French with Commendation (Queen's University Belfast), 2009
BA in French Studies with Distinction (Queen's University Belfast), 2007

WORK EXPERIENCE

Freelance proofreader/copy-editor

2016–Present

I work with individual clients to proofread and/or copy-edit post-graduate essays, dissertations, business reports and research proposals. I primarily use MS Word (tracked changes and comments). I also adhere to style guides and specified referencing styles.

INTO QUB academic skills tutor

June 2015–Present

I deliver practical and student-led courses in research and dissertation-writing skills. I have also designed and led a workshop developing MSc TESOL students' critical thinking skills, and led staff standardization sessions.

Document specialist, translator and team lead for app development

Dec 2018–Oct 2019

I developed French–English vocabulary banks for input into a language-learning app. As team lead, I coordinated the schedule and tasks for French translators.

British Council resource specialist

Sept 2014–June 2015

I designed and reviewed teaching resources for students with English as an Additional Language in line with the Northern Ireland Curriculum.

French/EFL teacher at Queen's University Belfast and others

Oct 2007–May 2020

For five years, I taught beginner's and advanced-level French for the QUB Language Centre. Additionally, I have over ten years' experience teaching French and EFL in secondary schools, private language schools, to private clients, and in the non-profit sector.