

# Courtney Van Lieshout

English Editor

## Contact

### E-mail

vancourtney95@gmail.com

## Skills

Mastery of English Grammar and Language

Excellent

Understanding and Editing of Scientific Content

Excellent

Time Management with Short Deadlines

Excellent

Flexible and Adaptable

Very Good

Implementing Content Guidelines

Very Good

Self-Motivated

Very Good

Quality-driven Editor with superior attention to detail and ability to meet stringent deadlines. Superior proficiency in understanding and improving written scientific content and exceptional ability to correct and perfect English language and grammar, particularly when editing English content written by non-native English speakers.

## Work History

2019-01 -  
Current

### English Editor

*Multidisciplinary Digital Publishing Institute, Basel, Switzerland*

- Determined readiness of written pieces, made changes, and approved final English language for publication.
- Reviewed articles for grammar, spelling, punctuation, syntax, accuracy, and compliance with quality standards.
- Analyzed, rewrote, and edited pieces to improve readability and impact.
- Edited and revised wide array of content for accuracy, clarity and consistency.
- Suggested improvements to content to enhance quality and accuracy.
- Utilized exceptional writing, editing, and proofreading skills to produce engaging and error-free content.
- Undertook large-scale written editing projects of pieces 60,000+ words
- Drove accuracy of content through careful proofreading and fact-checking.
- Proved successful working with large quotas within tight deadlines of 24 hours.
- Utilized exceptional time management with ability to work independently

2018-01 -  
2019-12

### Research Assistant

*University Of Waikato, Hamilton, WKO*

- Prepared detailed reports summarizing research findings and recommendations for further action.
- Analyzed large volumes of data to identify patterns, trends and correlations.
- Interpreted data and made recommendations from findings.
- Distilled large amounts of information and produced reports, spreadsheets and documents outlining key details.
- Performed research into study topics to increase knowledge and to provide valuable contributions.
- Wrote research papers, reports, reviews, and summaries regarding Organizational Psychology.
- Collaborated with leadership team to identify relevant questions and determine best methods of collection.

## Education

2017-01 -  
2019-01

### Master of Applied Psychology: Organisational Psychology

*University of Waikato - Hamilton, WKO*

- Received Waikato University Research Masters Scholarship
- Awarded First Class Honours

2014-01 -  
2016-12

## **Bachelor of Social Science: Psychology**

*University of Waikato - Hamilton, WKO*

- Received Merit Scholarship