Marlene de Wilde

**PO Box 524, Kokkini Hani, Crete, Greece TK71500**

**Telephone: (03) 6972173922**

**Email: majadew@gmail.com**

## PROFESSIONAL PROFILE

An enthusiastic, bilingual professional combining writing on a wide range of subjects with a successful editing business and experience in teaching and examining. Attentive to detail with the proven ability to highlight and resolve inaccuracies and discrepancies in even the most complex data. Possesses excellent interpersonal skills and the ability to communicate effectively both verbally and in writing. Works particularly well on own initiative with the organisation and time management required to achieve tight deadlines and quality standards.

## FREELANCE PROOFREADING AND WRITING

## 2023 ETHIC Inc.

**Editor**

**•** Editing articles and blog posts so they are in line with Ethic’s focus on sustainable investing

**2015-2022 CAMBRIDGE SCHOLARS PUBLISHING**

**Editor/Proofreader**

**•** Editing and proofreading academic articles and books for native and non-native speakers of English

**2014-2016 WORDY.COM**

**Editor/Proofreader/Content Rewriting**

* Editing, proofreading and rewriting content, ranging from personal to press releases and website content, for native and non-native speakers of English

**2012-2015**  **FIRSTEDITING.COM**

**Editor/Proofreader**

* Editing and proofreading a wide range of fiction/non-fiction/academic by native and non-native speakers of English

**1996-date HELLENIC CENTRE FOR MARINE RESEARCH, CRETE**

**Proofreader**

* Responsible for ensuring the accuracy of complex scientific articles written in English by non-native speakers

**2011-2015**  **DIGITAL JOURNAL**

**Journalist**

* Writing news articles for online news journal

**2011**  **SCOTT'S ENGLISH SUCCESS**

**Writer**

* Writing IELTS reading comprehension texts and questions for English examinations

**2010**  **SUITE 101**

**Writer**

* Writing articles for online publication on variety of subjects

**2010**  **wiseGEEK**

**Writer**

* Writing articles for online publication on variety of subjects

**2009 STORIES FOR CHILDREN MAGAZINE**

**Writer**

* Writing a non-fiction article for publication in the June and September issue of the online magazine

**2009 CHIPMUNKPUBLISHING, UK**

**Editor/Proofreader (voluntary)**

* Successfully completing six different assignments of varying lengths for the company specialising in working with writers with bipolar disorder

**2006 SANMINBOOK CO LTD, TAIWAN**

**Writer**

* Researching various topics as specified by SanMin and writing articles adapted specifically for EFL students

**2006 ARTICLEWORLD.ORG**

**Writer**

* Writing 200 new articles on a range of diverse subjects from heart surgery to Australian history requiring extensive research and the ability to achieve tight deadlines for online publication

## EXPERIENCE IN EDUCATION

**1997- 2021 PEPI KARANTINOU / PERAKI CHRYSOULA / VIDAKI, CRETE**

**Teacher of English as a Foreign Language**

* Preparing, delivering, and evaluating lessons in English to students of varying ages and levels of ability
* Utilising a range of teaching techniques and interactive resources to encourage students to actively participate in lessons thereby encouraging improved learning
* Personally responsible for starting up a school newspaper at Pepi Karantinou involving editing and proofreading student’s contributions

**1997-2013 PALSO / EDEXCEL, CRETE**

**Oral Examiner**

* Conducting one-to-one sessions with students involving asking set questions and encouraging dialogue to enable them to pass oral examinations

## ADDITIONAL EXPERIENCE

**1987-1991 OWNER’S ABROAD, CRETE**

**Office Manager / Holiday Representative**

* Spending four years as a Holiday Representative before gaining promotion to Office Manager responsible for all company operations in Crete

## EDUCATION AND QUALIFICATIONS

**AWAI How to Write SEO Content (ongoing)**

**AWAI Method for Copywriting**

**AWAI How to Use Copyediting Course (completed November 2022)**

**Certificate:** Copy-Editing (Publishing Training Centre, UK)

Modern Greek Level 3 (2007)

**Diploma:** TESOL (2011)

Professional Proofreading & Editing (2005)

Writing for Children & Teenagers (2000)

**BA:**  Journalism and Psychology (1984)

## FURTHER SKILLS

**I.T. Proficiency:** Word, Internet, and Email

**Languages:** Fluent English and Greek

## TRANSLATION EXPERIENCE

* A novel-length translation from Greek to English for Greek author Nikos Kokkinos
* A short guide to Knossos from Greek to English

## INTERESTS AND ACTIVITIES

* Member of Minoikes Strates walking and hiking group
* Former co-ordinator of Days for Girls group in Crete (2017–2020), “a grassroots … non-profit creating a more dignified, humane and sustainable world for girls through advocacy, reproductive health awareness, education and sustainable feminine hygiene.”