

Emily Kline

Proofreader Copy Editor

Contact Info

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Technical Skills

US English
Grammar
Spelling
Punctuation
Formatting
Chicago Style
AP Style
APA Style
MLA Style
Creating Style Guides
Fact-checking
Microsoft Word
Adobe Acrobat
Google Docs

Portfolio

Proofreading

- *Keto 30-Day Jump Start* by Dawn Strozier
- *Over 50 'N Fit Secrets* by Dawn Strozier
- *Growing a Private Practice* by Dr. Thomas E. Smith

Copy Editing

- *All You Need is Coffee* by Kayla Fain
- *Crucifying the Bible* by Deborah Grace
- *Beauty and the Barbarous Barber* by J.R. Rain & H.P. Mallory
- *Raising Cain* by J.R. Rain & H.P. Mallory
- *The Girl Who Joined the Circus* by J.R. Rain & H.P. Mallory
- *Determine to Discover WHY?* by Marian Brown
- *Making the Cut* by Dawnlyn Holman
- "Three Powerful Check-In Activities to Jump Start Your Next Virtual Meeting" by Chris Littlefield
- "How to Organize Virtual Olympics Games" by Chris Littlefield

Freelance proofreader and copy editor proficient in reviewing fiction and nonfiction books, blog posts, and articles for grammar, spelling, and content issues. Well-organized, disciplined, and motivated to grow and excel in the editing industry with continuing education and experience. Now, I am seeking a stable position where I can utilize my creativity and knowledge to help others achieve their dreams as published authors.

Experience

Proofreader/Copy Editor **Jan 2021 – Current**

EK Editing, Mechanicsburg, PA

- Ensures writing is polished and professional by checking manuscripts for grammar, spelling, incorrect word usage, typos, capitalization, punctuation, formatting, inconsistencies, repetition, awkward phrasing, and potential copyright issues
- Improves flow and readability by reorganizing content and suggesting changes for word choice, descriptions, story line, and character development
- Applies Chicago, AP, APA, or MLA style guide and creates individual style guides based on client preferences to make accurate changes and comply with ideal structure
- Proofreads 3,600 words per hour and copy edits 1,200 words per hour
- Follows industry standards by utilizing track changes in Microsoft Word and the highlight tool in Adobe Acrobat to markup manuscripts

Artist **Apr 2016 – Jan 2021**

Nymph & Nectar, Mechanicsburg, PA

- Produced and sold intricate pieces of art jewelry
- Interfaced with clients and customers to determine custom project needs and prepared design proposals
- Regulated inventory and maintained supplies
- Used Excel to document weekly sales and expenses
- Generated social media posts and created a business website

Cash Application Representative **Apr 2014 – Apr 2016**

Select Medical, Mechanicsburg, PA

- Maintained high productivity by efficiently processing insurance payments and posting to patient accounts; posted contractual discounts, adjustments, and refunds to patient accounts
- Upheld quality levels above prescribed minimums to support team productivity and efficiency
- Excelled at 10-key data input into spreadsheets and databases
- Built Excel spreadsheets utilized by Electronic Remittance Advice (ERA) team
- Cross-trained in the ERA File Representative role to provide skilled backup for team members

Education

Arcadia University **Jun 2013**

BA in Art, Minor in Art Therapy

- Arcadia University Distinguished Scholarship Recipient
- Arcadia University Achievement Award Scholarship Recipient
- Dean's List Honoree

Certifications

Edit Republic **Jan 2021**

Proofreading & Copy Editing

Udemy **Jul 2021**

Editing Mastery