

# George Njuguna

Editor; Proofreader



**Nationality:** Kenyan  
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## ■ Objective

I am seeking to be part of the success in an environment of growth and excellence.

## ■ Education

<i>January 2013 - August 2017</i>	<i>Nairobi</i>
<b>Jomo Kenyatta University of Agriculture and Technology</b>	<ul style="list-style-type: none"><li>• Bsc. Soil, Water &amp; Environmental Engineering (Yet to graduate)</li></ul>
<i>January 2011 - September 2012</i>	<i>Nairobi</i>
<b>Kenyatta University</b>	<ul style="list-style-type: none"><li>• Diploma in English Literature (Got a Credit).</li></ul>
<i>2007 - 2010</i>	<i>Nairobi</i>
<b>Moi Forces Academy (Secondary Division)</b>	<ul style="list-style-type: none"><li>• Kenya certificate of Secondary Education (Scored Grade A-)</li></ul>
<i>1999 - 2006</i>	<i>Nairobi</i>
<b>Moi Forces Academy (Primary Division)</b>	<ul style="list-style-type: none"><li>• Kenya certificate of Secondary Education (Scored 398 out of 500 points)</li></ul>

## ■ Work Experience

<i>March 2013 - Present</i>	<i>Freelance Editor; Proofreader</i>
<b>Upwork Global Inc.</b>	<ul style="list-style-type: none"><li>• Editing and Proofreading books, websites and academic papers; Style formatting, data entry and transcription.</li><li>• Transcribing audio and PDF files Microsoft Word documents</li><li>• Translating documents from English to Swahili and vice versa</li></ul>
<i>May 2014 - June 2015</i>	<i>Assistant Editor</i>
<b>Helion Market Research Africa</b>	<ul style="list-style-type: none"><li>• Copy- editing mystery shoppers' reports for consistency, syntax and grammar.</li></ul>

## ■ Language Skills

- English (fluent in speech, writing and reading)
- Swahili (fluent in speech, writing and reading)

## ■ Technical Skills

- Proficient copy-editor and Proofreader: fast checker; well versed with punctuation, spelling, subject-verb agreement, word choice, paragraph structure and paraphrasing sentences for better readability.
- Full knowledge of various manuals of style: APA, MLA, Chicago and Bluebook.

## ■ Computer Skills

- Proficient in Microsoft Office 2007 and 2013
- Fast and accurate typist

## ■ References

- Mr. Joseph Sang, Jomo Kenyatta University of Agriculture and Technology, Nairobi, Kenya. Tel. +254722574798 Email: [j.sang@jkuat.ac.ke](mailto:j.sang@jkuat.ac.ke)
- Laura Scherling, Teachers College, Columbia University. Email, [Laura.Scherling@tc.columbia.edu](mailto:Laura.Scherling@tc.columbia.edu)
- Mr. Ayodeji Babaniyi, San Diego, CA, United States. Email: [weekly.thesis.help@gmail.com](mailto:weekly.thesis.help@gmail.com)