

# Hannah Close

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## Profile

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I am a freelance proofreader and copyeditor specialising in the humanities and social sciences, particularly literature. My previous career in the publishing industry gave me invaluable knowledge and experience of how the publishing process works, so I really understand where my role fits in the larger picture. I am highly organised, adaptable and deal well with pressure. I have always been praised for my attention to detail and enjoy applying this in developing my freelance career.

## Employment

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### Freelancer

**May 2016 – Present**

Over the last four years I have completed freelance editorial jobs for a variety of clients including publishers, project management companies and individual authors, one of whom had written a modern-spelling version of *The Canterbury Tales*. I have received good feedback from everyone I have worked with. I have been a Professional Member of the Society for Editors and Proofreaders since March 2016.

### Cengage Learning

**Sep 2014 – Jul 2019**

#### Editorial Assistant, promoted to Development Editor March 2015

Initially a maternity cover position, I was required to adapt quickly and help out as needed with on-going projects. In December 2014 I secured the position permanently and was given my own projects to manage. This involved organising reviews, commissioning new content for both print and digital resources, preparing manuscripts for production, checking proofs and proofing and editing online content. Following my promotion, I took on greater responsibility across more projects including commissioning a new author for a first edition adaptation, which required an overseas visit and negotiation of the contract terms.

### Taylor & Francis, Production Editor

**Nov 2013 – Jun 2014**

In this role I learnt how to carry a title through from handover to publication, managing a high number of projects simultaneously. I briefed each title for project managers, checked proofs and final files, organised covers and the printing and binding of the final product. I worked on both UK and US titles with separate styles, spelling and grammar.

### McGraw-Hill Education, Editorial Assistant

**Jun 2012 – Oct 2013**

In this role I quickly learnt how to build relationships with authors and reviewers, conduct market research and prepare manuscripts for handover. The biggest challenge of the role was working across two very different lists and having to balance sometimes conflicting deadlines, but this developed my organisation and prioritisation skills to an extremely high level.

### Temp Work at Macmillan Publishers Limited

**Apr – Jun 2012**

### Work Experience at Hodder & Stoughton

**Mar 2012**

### Work Experience at Little, Brown

**Apr 2009**

## Qualifications

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<b>Essential Copy-Editing, Merit, 76.69%</b> The Publishing Training Centre	<b>May 2018 – Jan 2020</b>
<b>Essential Grammar</b> The Publishing Training Centre	<b>May 2018 – Nov 2019</b>
<b>Introduction to Copy-editing</b> Society for Editors and Proofreaders	<b>May 2016 – Aug 2016</b>
<b>Proofreading Mentoring, 9/10</b> Society for Editors and Proofreaders	<b>Aug 2015 – Feb 2016</b>
<b>Proofreading Progress, 92.7%</b> Society for Editors and Proofreaders	<b>Aug – Dec 2014</b>
<b>Basic Proofreading by Distance Learning, 78.53%</b> The Publishing Training Centre	<b>Jun 2013 – Jun 2014</b>
<b>MA in Nineteenth Century Literature and Culture</b> University of York	<b>Oct 2010 – Sep 2011</b>
<ul style="list-style-type: none"><li>• Excellent written communication skills developed by dissertation of 20,000 words</li><li>• Skills in managing opposing and extremely demanding workloads developed during study of two modules simultaneously</li></ul>	
<b>BA in English and Related Literature, 2:1</b> University of York	<b>Oct 2007 – Jul 2010</b>
<ul style="list-style-type: none"><li>• Included a module of Spanish literature, which further developed my reading and translation skills</li></ul>	
The Sixth Form College, Farnborough	Jun 2007
A Levels: 4 at grade A (English Literature, Maths, Geography, General Studies) 1 at grade B (Spanish, ab initio)	
AS Levels: 1 at grade B (Philosophy)	Jun 2006
Collingwood College, Camberley	Jun 2005
GCSEs: 4 at grade A*, 7 at grade A	

## Achievements and Additional Skills

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Language Skills	Spanish: good speaking, reading and writing. French: basic skills
Music	Grade 7 flute, July 2007, and have been a member of several orchestras