

Jinny Hayman

Curriculum Vitae

Intuitive, meticulous, and dedicated proofreader and copy editor, with over 15 years' academic copy-editing experience and formal copy-editing qualifications.

E-mail: info@sticklerproofreading.com

Address: 7544 Denny Avenue, Sun Valley, CA, 91352

Nationality: British/American (relocated to Los Angeles from the UK, in April 2013)

Profile and Current Employment Information

I have been a freelance proofreader and editor since 2004, taking this to full-time and setting up my own business in January 2009. I have experience in working with documents of all descriptions. My portfolio of clients to date includes academics, authors, businesses, publishers, and students. Work is carried out from a fully equipped home office.

- Formally trained in copy editing by The Publishing Training Centre, UK.
- Large portfolio of business/publishing clients includes Taylor & Francis, Emerald Insight, and Charlesworth Publishing Services. Client testimonials are available on request.
- Papers recently proofread have been submitted for publication in international journals including *Management Research Review*, *Journal of Contemporary Hospitality Management*, *Journal of Applied Accounting Research*, *International Journal of Social Economics*, *International Journal of Logistics Management*, *Personnel Review*, and many more. I also edit the *Academy of Management Journal's* accepted papers quarterly.
- Extensive experience in proofreading/editing translated and EFL/ESL copy.
- Other nonfiction proofreading/editing experience includes conference papers, books, business reports, marketing communications, tenders, and proposals.
- Experience of proofreading master's and doctoral theses/dissertations of up to 300,000 words.
- Fully proficient in using the Microsoft Word Track Changes function.
- Experienced in using referencing styles including Harvard, APA, Chicago, citation-sequence, etc.
- Comfortable in working to house styles, and in using guides such as the *Chicago Manual of Style* and the *Oxford Manual of Style*.
- Able to edit to American English and British English as required.
- Have received awards for personal writing, and have had several pieces published in anthologies and other hard-copy publications.
- Extremely deadline driven, great communicator, and happy to adapt to new ways of working.

Education

09/2003 – 07/2007 The University of Leeds
2:1 BA Joint Hons English and Philosophy (Industrial—Marketing)

09/1995 – 06/2002 Bourne Grammar School
4 A-Levels (all grade A), 5 AS Levels (All grade A), 11 GCSEs (Grades A*–B)

Other Courses

2012	Copy Editing via Distance Learning (Publishing Training Centre).
2007	ACA: Assurance; Tax; Accounting; Business and Finance.
2006	Business Skills: Marketing; On Demand Business; HTML 4.0 Fundamentals Part 2.
2005	HTML 4.0 Fundamentals Part 1; Interpersonal Skills for Business Simulation; Effective Presentations: The Presentation Process; Introduction to Marketing.
1998	Telephone Excellence.

Career History

01/2004 – Present	Stickler Proofreading , Own business: Full time since 2009
02/2008 – 11/2008	Santoro Graphics , Rotherham: Full time <i>Marketing Executive</i>
09/2007 – 02/2008	PricewaterhouseCoopers LLP , Leeds: Full time <i>Associate (ACA Trainee Chartered Accountant – Assurance/Forensics)</i>
07/2007 – 09/2007	Ministry of Justice , Leeds: Full time (fixed-term summer contract) <i>Marketing Executive</i>
07/2005 – 07/2006	IBM UK Ltd , Bedfont: Full time (industrial trainee placement) <i>Events/Marketing Executive</i>
08/2004 – 04/2005	Halifax/Bank of Scotland Plc , Leeds: Part time (while at university) <i>Collections Advisor</i>
08/2002 – 08/2003	Our Price/Sanity , Peterborough: Full time (while on gap year) <i>Sales and Marketing Assistant</i>
06/2000 – 08/2002	Linford's Traditional Fish and Chips , Market Deeping: Part time (while at school) <i>Counter Assistant</i>
07/1998 – 05/1999	National Merchant's Buying Society , Leicester: Part time (while at school) <i>Administrative Assistant</i>

Additional Information

IT Skills	Fully competent in Apple and Microsoft Office applications, as well as Adobe Photoshop and Acrobat. Proficient in Internet and email usage, and website creation using HTML and Wordpress.
Languages	French (Basic), German (Basic), Russian (Basic), Spanish (Basic).
Personal Interests	I recently completed my first full-length novel and am working on a second while I seek agency representation for this. I also write short stories and poems. Other hobbies include playing guitar, singing and songwriting, and reading, and I train in Shotokan karate.
Awards	February 2011: Longlisted in Brighton COW short story competition. February 2011: Runner up in the Cazart flash fiction competition October 2010: First prize in the Cazart flash fiction competition.

References and client testimonials are available on request.