

MARIA ANGELITA D. ESPOSO, MPA

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Copyeditor & Proofreader

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About Me

- With over 15 years of experience in copyediting and proofreading documents (e.g., academic books, journal articles, grant proposals, theses and dissertations, university and corporate reports, business manuals, and marketing copy) written by native English and ESL authors/researchers, professionals, and students
- Knowledgeable in using different citation and formatting styles, such as APA, CMS, Harvard, IEEE, MLA, Vancouver, AP, and Bluebook, and can easily adapt to any given house style
- Proficient in using MS Word (esp. Track Changes), Adobe Acrobat, and TEXworks to edit documents
- Areas of editing: social sciences and humanities, business and finance, technology, information science and computing, engineering, and health and medical sciences
- Member: American Copy Editors Society (ACES): The Society for Editing

Work Experience

Proofreader

Remote

Independent Contractor
2023-Present

Super Copy Editors: Business Proofreading Services | Brooklyn, NY, USA

Assist US ad and branding agencies, marketing departments, and education organizations in communicating clearly and effectively by proofreading their marketing copy (e.g., websites, blogs, newsletters, emails, and social media texts) in accordance with the provided style sheets

*A top-rated editor with an average quality assurance score of 4.96/5 stars (as of August 2023)

Copyeditor

Remote

Independent Contractor
2011-Present

Scribendi Inc. | Chatham, Ontario, Canada

Help individuals and organizations deliver high-quality, high-impact, readable documents by reviewing their texts for grammar, spelling, punctuation, flow of ideas, tone, clarity, and consistency

*A top-rated editor with an average quality assurance score of 96.25% (as of August 2023); ranks top 10 by total number of orders edited for all time and belongs to the top 7% of the editing team by total number of words edited in the last three months

Editorial Operations Manager

Remote, 2008-2016

Knowledge Growth Support Inc. | 5 Wing Kut Street, Hong Kong

Maximized team efficiency and productivity by developing and implementing policies to improve copyeditors' performance, quality procedures, client engagement, hiring practices, and budgeting

Senior Copyeditor

Remote, 2006-2016

Knowledge Growth Support Inc. | 5 Wing Kut Street, Hong Kong

Elevated the quality of client texts by conducting the final review of documents initially edited by junior copyeditors, as well as provided the latter with editing feedback to help them improve

Junior Copyeditor

Remote, 2005-2006

Knowledge Growth Support Inc. | 5 Wing Kut Street, Hong Kong

Helped professionals, academics, and students enhance the quality of their documents by performing initial grammar, spelling, punctuation, clarity, and consistency reviews

Writer & Proofreader

2004-2005

T4C Solutions | Palanca St., Legazpi Village, Makati City, PH

Developed written and audio learning materials for Japanese ESL learners and ensured quality by proofreading the work of other writers and conducting quality checks

Writer & Researcher

2003

Department of National Defense | Camp Aguinaldo, Quezon City, PH

Contributed to the Department's communication initiatives by composing speeches, press releases, talking points, and other relevant documents for the Philippines' Secretary of National Defense

Writer & Researcher

2002-2003

FYi Research and Consultancy Group | San Fernando City, La Union, PH

Prepared comprehensive written reports on assigned social issues by researching their backgrounds, performing in-depth analyses, and proposing relevant recommendations

Education

Master in Public
Administration

University of the Cordilleras | Baguio City, Philippines

Graduated *cum laude*

Bachelor of Arts in
Political Science

Saint Louis College | San Fernando City, La Union, Philippines

Graduated *summa cum laude*

Conference Attended

June 23-25, 2021

The 15th European Association of Science Editors (EASE) General Assembly and Conference (virtual)

Theme: Promoting Sustainability in Scholarly Publishing: The Role of Editors

The following is a list of documents I have edited. However, the list is not exhaustive and features only the last two years.

Books and book chapters:

- *Actor Roles in Research–Practice Relationships: Equality in Policy–Practice Nexuses* (Book Chapter, Springer)
- *Adequate Digital Competence: Swedish Teachers' Pedagogical Digital Readiness in Subject-based Curricula* (Book Chapter, Routledge)
- *The Bus Driver and the Squirrel* (Illustrated Book)
- *The Politics and Policies of European Economic Integration, 1850–1914* (Book, Palgrave Macmillan)
- *The Magic of Finding Books* (Book Chapter, German Version Published by Midas Publishers)

Articles and papers submitted by authors to the following non-technical journals:

- Assessment in Education: Principles, Policy & Practice
- Behaviour & Information Technology
- Cities
- Computers in Human Behavior
- Design and Culture
- Education in the North
- Entrepreneurship Education and Pedagogy
- Entrepreneurship Theory and Practice
- European Educational Research Journal
- European Review of Agricultural Economics
- Group Processes and Intergroup Relations
- Industrial Marketing Management
- Information Systems Research
- International Business Review
- International Hospitality Review
- International Journal of Educational Research
- International Journal of Public Administration
- International Migration
- Journal of Business Ethics Education
- Journal of Business Research
- Journal of Early Childhood Education Research
- Journal of Economic Literature
- Journal of Entrepreneurship in Emerging Economies
- Journal of Global Responsibility
- Journal of Home Language Research
- Journal of Information Technology & Politics
- Journal of Islamic Studies
- Journal of Management Decision Making
- Journal of Management Development
- Journal of Media and Communication Studies
- Journal of Product Innovation Management
- Journal of Purchasing and Supply Management
- Journal of Small Business Management
- Journal of Teacher Education
- Journal of World Business
- Journal of Youth Studies
- Land Use Policy
- Management Information Systems Quarterly
- Nordic Journal of Working Life Studies
- Nordic Studies in Science Education
- Organization Studies
- Peace and Conflict: Journal of Peace Psychology
- Public Health
- Scandinavian Journal of Information Systems
- Sustainability
- Teaching and Teacher Education
- Transportation Science
- Work & Stress
- Zeitschrift fuer Gemeinwohl und Gemeinwirtschaft (English article)

Articles and papers submitted by authors to the following technical journals:

- ACM Transactions on Graphics
- ACS Synthetic Biology
- AIMS Mathematics
- American Journal of Human Genetics
- Applied Energy
- Biomechanics
- Biomolecules
- BMC Public Health
- Cancers
- Cleaner Engineering and Technology
- Environmental Research
- Experimental Biology and Medicine
- IEEE Networking Letters
- IEEE Transactions
- International Journal of Biological Macromolecules
- International Journal of Environmental Research
- International Journal of Palliative Nursing
- Journal of Advanced Nursing
- Journal of Autism and Developmental Disorders
- Journal of Electromagnetic Engineering and Science
- Journal of Sensor and Actuator Networks
- Journal of Electromagnetic Engineering and Science
- Journal of Sensor and Actuator Networks
- Journal of Water and Climate Change
- Movement Disorders
- Nature Biomedical Engineering
- Nature Biotechnology
- Nature Machine Intelligence
- Nucleic Acids Research
- Physics of Fluids
- PLOS One
- Proceedings of the National Academy of Sciences
- Scandinavian Journal of Caring Sciences
- Scandinavian Journal of Medicine & Science in Sports
- Science Activities
- Water
- World Journal of Gastroenterology
- Zoological Science

Brands and organizations whose documents I edited:

- AES Indiana
- BioMarin Pharmaceutical Inc.
- clariti by CooperVision
- Deilotte UK
- Efficiency United
- EU Horizon 2020 Research Project – Acting on the Margins: Arts as Social Sculpture (AMASS)
- European Research Institute on Cooperative and Social Enterprises (Euricse)
- Eversource Energy
- Hartnick Communications
- Hewlett–Packard (HP)
- International Bamboo and Rattan Organization
- Mass Save
- MCE Community Choice Energy
- NV Energy
- PECO Energy Company
- PPL Electric Utilities
- SHARP Health Plan
- Under Armour
- Wisconsin Interscholastic Athletic Association Board of Control
- Xcel Energy

Theses and dissertations submitted by authors to the following educational institutions:

- Alliant International University, California School of Professional Psychology, San Diego, CA, USA
- De Montfort University, Leicester School of Pharmacy, Faculty of Health and Life Sciences, Leicester, UK
- Jönköping University, School of Health and Welfare, Department of Nursing Science, Jönköping, Sweden
- King Abdul Aziz University, Unit of Biomedical Ethics, Jeddah, Saudi Arabia
- King Saud University, Software Engineering Department, Riyadh, Saudi Arabia
- Marymount University, College of Business, Innovation, Leadership, and Technology, Arlington, Virginia, USA
- McMaster University, Faculty of History, Hamilton, Ontario, Canada
- Tampere University, Faculty of Management and Business, Tampere, Finland
- Technical University of Denmark, Kongens Lyngby, Denmark
- University of Agder, Faculty of Health and Sport Sciences, Kristiansand, Norway