MICHELLE ECKER

EDITOR AND PROOFREADER

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I am a professional editor and proofreader, with an extensive background in publishing, capable of handling multiple, concurrent deadline-driven projects.

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| Experience |  | PROOFREADER: Milestone Reporting (Orlando, Florida), June 2019-present (freelance, remote)  Accessing audio and transcript files via the internal platform.  Verifying and correcting the spelling of legal terms and company names mentioned in the transcript.  Correcting grammar and spelling in transcript files using MS Word track changes.  Checking transcripts for readability and adherence to house style.  Providing feedback summaries on transcript files.  EDITOR: SOMA Medical Assessments (Toronto, ON), May 2019-present (freelance, remote)  Editing medico-legal and accident benefits reports for spelling, grammar and adherence to house style.  Ensuring consistency of headings and cross-references.  EDITOR: Assessmed (Mississauga, ON), October 2018-January 2019 (contract)  Edited medico-legal reports for spelling, grammar, cross-references and adherence to house style.  Communicated with authors to ensure accuracy and incorporated requested revisions.  Researched and updated report database.  Updated Requests for Proposals using existing template.  EDITOR: Techwyse Internet Marketing (Toronto, ON), August 2018 – May 2019 (freelance, remote)  Editing digital marketing blogs for spelling and grammar using Google Docs.  Ensuring consistency of headings and cross-references.  EDITOR: Gladshteyn and Baskakova Psychology Professional Corporation (Toronto, ON), June 2018 – present (freelance, remote)  Editing medical reports for spelling and grammar.  Maintaining accuracy, completeness and consistency of text.  EDITOR: TVO (Toronto, ON), October 2017- January 2018 (contract)  Edited new print courses developed by TVO’s Independent Learning Centre.  Proofread revised online courses against tracked changes Word documents.  Updated course trackers to alert Instructional Designers and Education Production Specialists to editorial changes.  Updated course syllabus to reflect new curriculum.  PROOFREADER: PwC (Toronto, ON), January 2017- September 2017 (contract)  Matched, verified and corrected proof copy of financial statements against original tracked changes documents.  Checked and maintained accuracy, completeness and consistency of financial information provided.  Proofread and edited corresponding textual notes.  Reviewed financial statements for formatting of text and tables and checked for mathematical errors.  Efficiently handled sensitive financial data and maintained its confidentiality.  TEXTBOOK EDITOR: LexisNexis Canada (Toronto, ON), September 2001 – December 2016  Edited manuscripts and ancillary materials, including covers, front matter and back-page ads, ensuring correct grammar and spelling, and adherence to house style.  Engaged and worked with freelance editors, proofreaders, indexers and cover designers, ensuring high quality of completed publications.  Researched and updated case law and legislation, using online research databases such as Quicklaw, e-laws and CanLII.  Editorial administration including obtaining permissions and CIP applications.  Ensured accuracy and timely delivery of multiple, concurrently produced publications.  PROOFREADER: Victory Verbatim (Toronto, ON), May 1999-September 2001  Matched, verified, and corrected proof copy of witness testimony against original audio transcript.  Checked and maintained accuracy, completeness, and consistency of legal information provided.  Delivered all client-specific proofs on time and met all established company standards.  Received and answered all court reporter and client queries.  Efficiently handled sensitive legal data and maintained its confidentiality.  PROOFREADER: TV Guide Magazine (Toronto, ON), October 1998-March 1999  Edited articles for grammatical consistency.  Proofread articles and revised page proofs from editors.  Completed final quality check of articles before release to print.  EDITORIAL ASSISTANT: SOCAN (Toronto, ON), October 1996-June 1998  Reviewed and updated song royalty catalogue.  Added new works and modified existing works.  Compared duplicate works and resolved discrepancies.  GENERAL OFFICE ASSISTANT: Scott & Aylen (Toronto, ON), October 1994-October 1996  Performed clerical duties including reception relief, filing and typing correspondence.  Sorted and distributed incoming mail.  Performed additional general office duties such as assisting staff with their specific work when required. |
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| Education |  | **BACHELOR OF ARTS IN ENGLISH (HON.)**: York University (Toronto, ON), 1989-1994  **Minor :** Humanities  **Editors’ Association of Canada Courses:**  Copy Editing: A Hands On Introduction (February 2012)  Course Instructor: Kathryn Dean  Eight-step Editing (February 2013)  Course Instructor: Elizabeth D’anjou |
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| Skills |  | **SOFTWARE**: Microsoft Office 2010, MS Word, Adobe Acrobat Reader DC, Adobe XI, Adobe Captivate 9, Microsoft Outlook, Internet Explorer, Mozilla Firefox, Powerpoint, Excel, Sharepoint, Google Docs and Slack.  **SOCIAL MEDIA PLATFORMS:** Facebook, Twitter, Pinterest and Instagram |