




# Peter R. Mbulo

EDITOR/PROOFREADER

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## PROFILE

As a highly proficient editor and proofreader with close to ten years of experience, I have proven hands-on expertise in the dynamic literary market, an ability to handle complex projects within tight deadlines, and sharp attention to detail. After a successful freelance career, I am looking to apply my knowledge and experience in a full-time position where I can be part of a team.

## EXPERIENCE

Equinox - Initiative for Racial  
Justice  
Germany

### Copyeditor

- Edited a successful European Green Deal advisory to the European Union
- Provided quality checks for sensitive documents
- Adapted the European Style Guide to develop an intuitive in-house guide
- Provided advice on copyright usage and rights acquisition
- Researched and verified references

The Publishing House  
Concierge  
Australia

### Editorial Consultant

- Coordinated and edited multiple best-selling books
- Developed and regulated editorial standards
- Trained editorial staff and provided author support
- Advised on commercial and legal rights

Proxima Imperium LTD  
United Kingdom

### Editor

- Managed, edited, and commissioned projects
- Developed SEO web copy, reducing bounce rate by 38%
- Managed and supported development of over 120 novels, 28 novellas, and 200+ miscellaneous documents
- Researched, developed, and implemented an award-winning writing guide

## EDUCATION

Centre of Excellence  
United Kingdom

### Diploma in Editing & Proofreading

- Completed and passed all modules with a distinction
- Mastered the fundamentals of project management
- Studied an array of style manuals and dictionaries
- Completed assessments in different localizations of the English language