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|  |  | Benjamin Woollard  Copyeditor and Proofreader |
| Profile Dedicated freelance copyeditor and proofreader with experience editing academic, literary, and business documents. Detail-oriented and committed to preserving the author’s voice. Knowledgeable about grammar, style (especially Chicago), usage, and good writing techniques. Contact PHONE:  541-227-9865  WEBSITE:  bwoollard.com  EMAIL:  woollardbenjamin@gmail.com Interests Fiction and poetry  Religious studies and theology  Philosophy  History  Foreign languages  Politics and social issues |  | EDUCATION **Southern Oregon University** | 2017–2019  BS psychology with a minor in philosophy  Graduated summa cum laude Graduate Theological Union | 2019–2021 MA theology and ethics (Awarded May 2021)  **Poynter ACES Certificate in Editing**  Awarded February 2021 WORK EXPERIENCE **Freelance Editor** | January 2021–Present   * Work with clients in business and academia to edit and proofread a variety of documents. * Provide high-quality editing and proofreading suggestions through Track Changes * Work with clients to meet their writing goals prior to publication.   **Freelance Writer** | 2016–2017   * Researched a variety of topics for clients * Wrote SEO-driven articles to improve website traffic. * Worked on tight deadlines and produced quality writing.   **Advocate Care LLC** **– Newsletter Coordinator** | July–October 2016   * Designed and wrote the in-house newsletter for Advocate Care’s primary residential facility. * Interviewed residents and kept up to date on local events and activities. * Produced a weekly newsletter.  **SKILLS** Copyediting and Proofreading  Microsoft Word  US and UK English  Chicago, Turabian, and APA styles  Reading knowledge of French, Biblical and Classical Greek  Writing |