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Rebecca Blunden

Editor, proofreader and writer

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I am a native English freelance editor and proofreader, and I write creatively in my spare time. Interested in many different things, I have worked in a wide variety of roles and sectors, all of which now informs my work with words. My first love is language. Give me something to read or a person to converse with and I will be in my element - language makes the world go 'round...

Owner

Exactly Editing



Freelance editing and proofreading for a variety of international clients. I work for individuals, businesses and public organizations. My clients include NIBC Bank, Merkur Offshore, Everoze, ProPlanEn E-Cetera and DNV GL, amongst others. The main body of my work comprises business reports, technical writing, web copy, and academic books and journals. I am currently seeking to widen my expertise by taking professional courses with the SfEP (Society for Editors and Proofreaders), of which I have been a member since 2016.

Further information can be found on my website:
www.exactlyediting.nl

Assistant to the Director

The Writers' Studio Amsterdam

- Assisting with writing the monthly newsletter, containing articles, interviews and event listings, as well as writerly tips and info.
- Proofreading the newsletter.
- Point of contact for enquiries from potential students.
- Helping to manage the database of current and former students.

Experience

March 2016 - Present

March 2016 - January 2017

July 2008 - December 2015

October 2007 - May 2008

Technical Editor

DNV GL

The sole technical editor for the company (except for offices in North America), my role was to:

- Proofread and edit technical due diligence, energy assessment reports and policy & strategy reports for onshore and offshore wind, solar, wave and tidal projects and initiatives, worldwide.
- Proofread and edit academic articles, journal papers and presentations for conferences for a variety of in-house clients; mainly working for the offshore and onshore wind and solar energy teams.
- Liaise with directors and managers from the European, Asian, African and South American offices, in order to offer a timely, accurate and efficient service.
- Initiation, compilation and development of an in-house grammar and style guide and proofreading internet forum, all designed to assist with consistent report writing and presentation.
- Copy-editing for the revised company website in March 2010.
- Assisting engineers with ad hoc language and report-writing queries, as well as general formatting and word processing tasks.
- Translation of marketing materials and simple reports from German into English.

Business Executive

Avondale Ltd

- Point of contact for new business sales enquiries.
- Compilation of business description documents for sellers.
- Marketing
- Events and conference management for buyers.

Copy-editing Headway (CE2)

The Society for Editors and Proofreaders (SfEP)

A quick but in-depth CPD course which reviewed skills I had already learned, such as how to follow a client's brief, how to identify and organize different elements of a document, and how to mark-up texts clearly and accurately, both using Microsoft Word and on paper, using the British Standard symbols. It then looked at the following in greater depth: the technicalities of copy-editing displayed matter and bibliographies, photographs and figures. Assessments covered a variety of texts, from academic books to documents available in the public domain. I found that the course refreshed my existing knowledge, whilst introducing some useful new techniques and solidifying how to use Microsoft Word effectively.

Grade: Pass

Advanced level

The Writers' Studio Amsterdam

Writers' Studio offers a series of creative writing workshops rooted in the craft of writing, which I have been following since autumn 2012. Developed by the poet, Philip Schultz, the course uses exercises based on published writers' work to develop and hone an individual's own writing, using the building blocks of tone, mood, point of view, description, action, dialogue and sense of time/place, all driven by a well-crafted narrator.

At advanced level I am finding ways to use these techniques to develop my own work further. I am currently working on some short stories and one longer narrative, for completion by the end of 2016.

Writers' Studio has given me the tools I needed to focus, persist, and eventually craft coherent tales from my germinating ideas.

September 2008 - April 2011

MA Town and Country Planning

The University of the West of England

A comprehensive grounding in English town planning and the built environment, including modules in:

- Planning law
- Environmental planning
- Urban design and planning
- Strategic planning and policy making
- European spatial planning
- Local planning
- The theory and philosophy of spatial planning
- Research for policy and practice

I also completed a dissertation exploring the value of urban green space in towns and cities, and how such value can be maximized or diminished by certain planning approaches.

Grade: Distinction

MA in English and German Literature

The University of Warwick

First year courses: The Epic Tradition, Post-modernism and Literary Criticism, German Translation, Germany after WW2

Second year courses: The European Novel, German Translation, German Romanticism

Third year: year abroad in Bregenz, Austria, teaching in two gymnasiums and assisting at an English language Kindergarten

Fourth year courses: Screenwriting, Shakespeare, German Translation, Twentieth Century German Cinema

Grade: 2.1

October 1997 - July 2001

September 1995 - July 1997

September 1994 - July 1995

A Levels

Liskeard School and Community College

English Literature - A

French - B

German - B

GCSE

Liskeard School and Community College

English Literature - A*

French - A*

German - A*

Science (double award) - A/A

English - A

Art and Design (textiles) - A

Art and Design (Technology) - A

History - B

Maths - C

My LinkedIn profile also contains information on my experience and background: <https://nl.linkedin.com/in/exactlyediting>

References can be provided on request.

Additional Info