**Wuraola A.**

**Adebayo**

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Preston, UK

**Summary**

* Highly skilled and detail-oriented proofreader/editor with proficiency in advanced English language, Microsoft Word, Excel, Google Docs, Power Point, and PDF documents with 7+ years collaborating with diverse stakeholders across all English language levels in corporate and academic worlds to improve voice, meaning, communication, clarity, and consistency in tone and style.
* Driven by helping people illuminate their voices, tell their stories clearly, and polish their thoughts and writing.
* Highly proficient with diverse style guidelines, including APA, Harvard, AP, MLA, OSCOLA, Chicago, and IEEE.
* Results-driven problem solver adept at delivering unparalleled customer service by understanding stakeholder vision and challenges and delivering strategic solutions and feedback while editing.
* Possess an exceptional ability to leverage customer/internal data and feedback to pinpoint improvement areas and drive growth.
* Known for a highly professional attitude, great communication and teamwork, calm demeanor, and attention to detail.
* My goal is to remain sustainable, relevant, and value-adding in all my professional and personal encounters.
* Seeking a challenging position as a proofreader/editor to utilize my knowledge and expertise in delivering accurate and error-free content.

**Work History**

***Freelance Proofreader & Editor*  Jul 2015–Present**

* Professionally edits and proofreads English documents in American, British, Australian, and Canadian English. Focuses on academic dissertations, journal articles and essays: fluent in all academic style guides and specializes in supporting ESL writers. Proofreads and edits for businesses, authors, and individuals, following all required style and brand guidelines.
  + Business and corporate document editing and proofreading
  + Academic (including technical and scientific) editing and proofreading
  + ESL document editing and proofreading
  + Professional document (CVs, resumes, covering letters) editing and proofreading
  + Other documents, including creatives, stories, poems, novels, and government reports
  + Professionally proofreads on paper
* Developed and maintained strong relationships with clients, collaborating closely to understand their unique requirements and deliver tailored content that exceeds expectations.

**Gateway Mechanical Services Jul 2022–Feb 2024**

***Administrative Assistant***

* Critical hub for Safety and HR departments, executives, the entire company, and external clients across multiple provinces for coordinating admins tasks, safety reporting, documentation, and certification management in constantly evolving environments.
* Redesigned the Safety and HR orientation process with my colleagues to have a streamlined orientation package, remove inefficiencies, and allow for an employee-focused onboarding experience with maximum support from their managers.
* Took the initiative and created a process guidebook for my role for business continuity, complete with pictures, contacts, and troubleshooting guidelines.
* Created bi-monthly safety meetings that focus on employee engagement via scenario exercises and reviews and incident lessons.
* Use my excellent writing and editing skills to develop and review weekly safety newsletters and incident updates companywide for quality internal communication in coordination with the marketing department.
* Implemented new policies and procedures, assigned training, and developed detailed training schedules, matrices, and records for techs and managers.
* Other administration duties, including audit support, maintaining document and incident trackers, monthly performance statistics, training booking, invoice management, cost allocations, developing and updating safety manuals, creating forms, prequalification and RFQ documents, liaising with insurance partners, site orientation assignment, software problem resolution, managing the safety support inbox tickets, training schedule, matrix, and records management, and onboarding and offboarding employees.

**Prime Atlantic Limited | Prime Atlantic Cegelec Nov 2018–May 2022**

***Administrative Assistant***

* Primary resource and administrative support for the QHSE department for documentation database management, data analysis, record keeping and incident reporting in compliance with company policy and legal and standard requirements.
* Used my amazing writing, editing, visualisation, and presentation skills to create clear and effective procedures, policies, objectives, articles, minutes, emergency response plans, business continuity plans, security communiques, monthly safety reports and statistics, training materials and engaging PowerPoint presentations.
* Organised and coordinated monthly safety meetings and training sessions to disseminate HSE and other knowledge and engage and involve employee, as required by ISO standards.
* Developed a technical library and database on local drive and SharePoint for the management system, policies, procedures, objectives, documentations, communication materials, and incident/anomaly reporting for 100% efficiency.
* Executed data entry, prepared cover letters, filled forms, and edited official documents.

**Proofed Inc 2017–2021**

***Freelance Proofreader & Editor***

* Conducted thorough proofreading and editing of various documents, including reports, journal articles, business materials, marketing materials, dissertations, flyers, and portfolios, ensuring accuracy, grammar perfection, and adherence to style guides.
* Collaborated with cross-functional teams to review and refine content, ensuring consistent messaging and tone across multiple platforms.
* Provided insightful feedback and suggestions to clients to enhance the clarity, coherence, and overall quality of written materials.
* Managed strict deadlines and multiple projects simultaneously, maintaining high standards of accuracy and attention to detail and successfully delivering high-quality error-free content within specified timeframes.
* Developed and implemented quality control measures with proofreading processes and style guidelines, resulting in significantly reduced errors and improved overall document quality.

**Education**

**MSc Project Management — BEng Safety Engineering |** University of Central Lancashire

**MSc Process Safety Engineering |** University of Sheffield

**Skills:** Microsoft Office Suite + SharePoint + Access + Visio | Google Workspace | Teams | Dropbox | Slack | Adobe | Grammarly

**Interests:** German | Reading (current favourite – *This is Going to Hurt*) | Writing | Reading | Ghostwriting | Walking

**Certificates:** Proofreading and Editing | College of Media and Publishing (CPM)