

# Sarah Johnson

## Copy Editor

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15 Terrace Ave., Coventry, RI 02816

Sarah.Johnson.Editing@gmail.com

(401)585-8329

Insightful, meticulous grammar expert and great communicator with proficiency in major style guides. Experienced in ESL academic writing.

## Experience

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Sept. 2023 - Present

### Copy Editor, *eContent Pro*

- Render academic articles flawless in terms of grammar, punctuation, and usage, while improving flow, concision, clarity, consistency, structure, and logic
- Ensure compliance with a variety of style guides
- Serve ESL authors as well as native English speakers

2022 – Present

### Editor, *Elite Editing*

- Copyedit and line edit book-length manuscripts, applying Chicago Manual of Style 17<sup>th</sup> edition
- Remove all grammar, punctuation, and format errors
- Tactfully recommend improvements in readability, flow, clarity, tone, consistency, and structure

2021 – 2023

### Editor, *Cambridge Proofreading*

- Edited high-stakes documents, including grant proposals, peer-reviewed journal articles, and university application letters
- Received top client ratings and was requested for repeat work
- Applied APA 7<sup>th</sup> edition, MLA, and other style guides
- Corrected all grammar, citation, and format errors while improving diction, concision, clarity, logic, readability, and consistency

## Education

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### MA, Literature

University of Dallas

Irving, TX

### BA, Literature,

Thomas More College

Merrimack, NH

## Skills

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- Exceptional knowledge of English grammar and style
- Deep familiarity with Chicago, APA, and MLA style guides
- Sensitive coaching of authors
- Good working knowledge of MS Office suite
- Ability to juggle multiple deadlines