

Sophie Gillespie – Editing CV

Personal Details

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Education and Qualifications

BA (Hons) in Humanities (2:1) – Open University

Certificate in proofreading – Publishing Training Centre

Certificate in copy-editing – Publishing Training Centre

Certificate in medical editing – Society for Editors and Proofreaders

Editing Experience

- For 12 years I worked in the UK financial services sector, for the global companies ING (2004–2007) and GE (2007–2016), where I was responsible for creating, editing, and proofreading a wide variety of business materials.
- Since becoming self-employed full time in 2016 I have worked for publishing companies, research institutes, and a variety of private clients. I have edited books, articles, and research papers for, among others:
 - Taylor & Francis / Routledge
 - Bloomsbury Academic
 - Cambridge University Press
 - Oxford University – Department of International Development
 - Practical Action Publishing
 - C40 Cities
 - Overseas Development Institute
 - European Centre for Development Policy Management
 - Numerous non-profits including INASP, On Think Tanks, Southern Voice
 - Various journals including *Security Dialogue*, *Anthropological Journal of European Cultures*, *Theoria*, and *International Journal of Travel and Travel Writing*.
- I specialise in non-fiction humanities books and in supporting non-profits (predominantly in the fields of international development and climate change) with editing all forms of written communication.
- I am a professional-level member of the Chartered Institute of Editing and Proofreading (formerly the Society for Editors and Proofreaders), which means that my training, experience, and client references have been vetted and endorsed by a professional membership panel. I engage in regular Continuing Professional Development activities.

Skills and Attributes

- Excellent knowledge of spelling, punctuation, and grammar usage.
- Good working knowledge of common referencing systems and style guides.
- Ability to follow briefs and house style guides, or to work independently using regional conventions and common sense.
- Comfortable and experienced working in both UK and US varieties of English.
- Proficient in British standard proofreading and copy-editing symbols.
- Can work on paper, MS Word, or PDF.
- Hard working and a quick learner.

References

Please ask for details of professional references and client testimonials.