



TESSY ODILEY

MICROBIOLOGIST

+27 64 179 5595

teachertessy96@gmail.com

PERSONAL SUMMARY

I am an experienced microbiologist, a TEFL-qualified English teacher, and a part-time transcriptionist. My academic experience in research as a microbiologist has exposed me to various academic writing, both as an author and an editor. As an English tutor, I regularly edit my student's written work and constantly proofread and edit as a transcriptionist.

CERTIFICATIONS

BECOMING A PROOFREADER

Proofreading Academy (Knowadays) - Dec 2022

- Working with Microsoft Word Track Changes
- Introduction to Proofreading and Editing
- Academic Proofreading and Referencing
- Proofreading and Editing Business writing and Creative Writing

CORE SKILLS

- Grammar, punctuation and referencing skills
- Microsoft Word track changes
- Time management
- Editing and proofreading
- Research skills

References available on request



WORK HISTORY

Proofreader and Editor

Proofed | Jan 2023 - present

- Medical research document editing and proofreading
- Academic (including technical and scientific) editing and proofreading
- ESL document editing and proofreading
- Professional document (CVs, resumes, cover letters) editing and proofreading.

Online English teacher

HLC English | June 2022 - present

- Conducted lessons with my students in an organized manner
- Displayed good time management and organization skills by conducting lessons according to lesson plans and the prescribed curriculum
- Assisted students with writing and editing personal statements, CVs, and cover letters

Transcriptionist

TranscribeMe | Feb 2021 - Feb 2022

- Transcribed over fifty audio files
- Edited transcripts according to company guidelines and style guide
- Proofread transcripts by identifying inconsistencies and errors before submission
- Adhered to deadlines when submitting transcripts for review
- Researched words and unknown terms while transcribing



ACADEMIC HISTORY

University of South Africa

Bachelor of Science (Honors) in Microbiology | Feb 2018 - Apr 2019

- Studied advanced medical microbiology and industrial microbiology, and biotechnology
- Carried out research and presented a thesis titled: The effect of toxicant pollution on the growth of bacteria in the Jukskei River.

University of Stellenbosch

Bachelor of Science in Molecular Biology and Biotechnology | Jan 2014 - Dec 2016

- Majored in Microbiology and Genetics
- Researched the effect of Grey Mold on Grapes
- Scholarship: Department of Water and Sanitation Bursary