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| Dr Sarah J. Young  Copy-editor and proofreader | |  |
| Qualification(s) | PrInCE2 Practitioner, APM, 2008  Diploma in Applied Management, University Warwick, 2004  PhD, University of the West of England, 2000  BSc Biological Sciences, University of Nottingham, 1995 |
| Nationality | British |
| Language(s) | English (Mother Tongue); Spanish/German (Basic) |

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| Profile |  |

Sarah is an experienced copy-editor and proofreader, specializing in scientific, technical and medical (STM) material, including reports, academic journals, and web content. She combines an academic biochemistry background with over 17 years' experience in project and bid management, and environmental consultancy, leading the delivery of projects and bids for a range of (mainly public sector) clients in the UK and USA. In addition to her full-time management role, she has been a freelance editor since 2016, working for several clients on STM content. Sarah is an experienced writer and editor with a strong attention to detail and is able to quickly familiarise herself with client style guides. She has a good all-round scientific knowledge (with a PhD in biochemistry and biomedical working experience) and is able to grasp complex ideas quickly, conveying them in an easy to understand way for a variety of audiences. She also has a flair for creating easy to follow guides and training materials, and corporate documents such as marketing collateral and business development proposals/tenders. She has lived and worked both in the USA (for 2 years), Ireland and in the UK and can readily convert text between both language styles.

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| Key Skills |  |

* Qualified (SfEP) proofreader and copy-editor with emphasis on technical and biomedical content.
* Project and programme management.
* Leadership on bidding, project management and knowledge management.
* Data management and analysis.
* Proposal and report writing.
* Scientific research background in water quality and ecological survey.

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| Career History |  |

Jan 2008 - present. Principal Consultant, Ricardo Energy & Environment, Oxfordshire, UK

* Project and programme management on behalf of UK and EU Government clients.
* Bid Project Lead - preparing and managing large and strategic tenders, mentoring and supporting the business in bidding, strategic overview of bidding and processes.
* Knowledge Management Lead - developing and driving forward the KM strategy and leading a KM team to implement improvements, implementing new system for all business content.
* Writing and copy-editing a range of written materials, from technical reports, industry guides, case studies, bulletins, and website information for government programmes; proofreading a variety of written information for a range of end users and purposes.

Jan 2016 - present. Freelance editor.

* Editing services for various clients, mainly for STM journals (pre and post submission).
* Application of academic journal style guides.
* Language edits for non-English speaking authors in UK and US English.

Sep 2006 - Sep 07. Data Manager, St. James Hospital, Ireland

* Management of two cancer registries (gastric and oesophageal) for a tertiary hospital.
* Development and roll-out of effective processes for data management.
* Contribution to national reports on cancer statistics including survival rates.
* Preparation of research papers and conference materials.

Oct 2004 - Jun 06. Director of Development, Hawks Aloft, Inc., New Mexico, USA

* Development and implementation of new business plan and marketing strategy.
* Business development - seeking and responding to new business opportunities, including stakeholder engagement, proposal writing, budget planning.
* Co-editor for the 'Aloft Journal' - managing the publication process, writing and copy-editing.
* Initiating and producing marketing materials, including a corporate brochure, marketing collateral, client database, and creating and managing a new website.
* Biological field work on a variety of projects, mainly involving raptors and songbirds.
* Environmental education, for school and citizen science projects.

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| Freelance editing work |  |

Sunrise Setting Ltd., Devon, UK (2016 - present)

Editing services for SAGE academic journals, mainly in the STM field and following strict style guidelines and after journal submission and peer-review. Use of an online system to select available papers and submit edited copy to strict time deadlines (often within the same day). Services include language edits, adherence to style guides, formatting of references (Vancouver and Harvard) and raising author queries. Examples of journals include: Therapeutic Advances series (e.g. Therapeutic Advances in Respiratory Disease), Lupus, Cell Transplantation, European Journal of Preventive Cardiology, Simulation, among others.

eScienta, Oxfordshire, UK (2018)

Editing services for academic papers prior to journal submission (Middle East authors). This required language edits, and formatting to style guidelines (depending on the journal selected for submission).

The Bampton Beam, Oxfordshire, UK (2018)

Copy Editor for a local quarterly magazine. Final proofread prior to publication for this local magazine on a voluntary basis.

New Bridge Translation (Guangzhou) Co., Ltd., China (2016–2017)

Editing services for academic papers prior to journal submission for a Chinese client, written in English. This required significant edits to improve the English language and adhere to the required journal style guidelines, including the formatting of references.

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| Professional Training and Memberships |  |

* Society for Editors and Proofreaders (SfEP) UK - Professional Member, since 2016.
* Medical Editing (SfEP distance learning course), 2016.
* Proofreading and Copy-editing Skills Correspondence Course, Chapterhouse, UK, 2016.
* PrInCE2 Practitioner, Association for Project Management, UK, 2008.
* Essential Statistics for Medical Professionals, Trinity College, Ireland, 2007.
* Intermediate Microsoft Access Skills, University of New Mexico, USA, 2005.

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| Authored publications |  |

* Young, S. J. et al., 2015. Understanding the Implications of the EC’s Proposals Relating to Radon in Drinking Water for the UK. ([www.dwi.gov.uk/research/completed-research/reports/DWI70-2-301.pdf](http://www.dwi.gov.uk/research/completed-research/reports/DWI70-2-301.pdf)).
* WRAP Business Resource Efficiency Guides, 2012. www.wrap.org.uk/content/resource-efficiency-publications.
* Young, S. J., Dowman, A. A. & Cowell, D. C., 1999. 'The Detection of Pentachlorophenol by its Inhibitory Effectiveness on Lactate Dehydrogenase of Rabbit Muscle and Bovine Heart', Journal of Pesticide Biochemistry and Physiology, 64: 1–8.
* Cowell, D. C., Abass, A. K., Dowman, A. A., Hart, J. P., Pemberton, R. M. & Young, S. J., 2001. 'Screen-printed disposable biosensors for environmental pollution monitoring', In: Biomonitors and Biomarkers as Indicators of Environmental Change, Vol II. Eds F.M. Butterworth, G. Gunatilaka & M.E. Gonsebatt. Publ. Kluwer Academic/ Plenum, New York
* Young, S. J., Hart, J. P., Dowman, A. A. & Cowell, D. C., 2001. 'The non-specific inhibition of enzymes by environmental pollutants: a study of a model system towards the development of electrochemical biosensor arrays', Biosensors & Bioelectronics, 16: 887–894.
* Young, S. J., Dowman A. A., Hart J. P., and Cowell D. C., 2001. The electrochemical detection of pentachlorophenol (PCP) using the inhibition of lactate dehydrogenase as a model system. In: Rapid Detection Assays for Food and Water. Eds. S. Clark, K. C. Thompson, C.W. Kevil & M. Smith. Royal Society of Chemistry pp. 105–108.