

Curriculum Vitae/Resume

Juanita Nieuwoudt

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Professional Summary

Professional editor, copyeditor and proofreader with a background in educational, academic and non-fiction publishing. I provide copyediting, proofreading, fact-checking and quality assurance services for educational organisations, academic institutions, and publishers. My experience includes editing tertiary learning resources, academic publications, educational content and non-fiction manuscripts, with a strong focus on accuracy, consistency, clarity and adherence to style guides.

Alongside my editorial work, I have more than ten years' experience in New Zealand tertiary education, assessing student work and providing detailed academic feedback. I hold a Master of Information Studies and am recognised for meticulous attention to detail, excellent written English, strong research and fact-checking skills, and the ability to produce high-quality work independently and consistently to deadline.

Key Skills

- Line editing, copyediting and proofreading
- Fact-checking and editorial quality assurance
- Educational and curriculum-based content
- Educational and academic publishing
- Microsoft Word Track Changes
- PDF proofreading and markup
- Style guide application and consistency
- APA, Chicago and house-style application
- Reference and cross-reference checking

- Research and information verification
- Excellent written English
- Time management, remote collaboration and meeting deadlines

Professional Experience

Elysium Editing

Owner and Professional Editor | 2023–Present

Provide professional line editing, copyediting, proofreading, fact-checking and editorial quality assurance services for educational, academic and non-fiction clients. Editorial projects have included tertiary learning resources, educational publications, academic journal articles and multiple full-length non-fiction books. Work independently with organisations, authors and academic clients to produce accurate, consistent and publication-ready content while meeting agreed deadlines.

Key responsibilities

- Copyedit, proofread and fact-check manuscripts for accuracy, clarity, consistency, grammar, punctuation, spelling and style.
- Collaborate with learning designers, writers and subject matter experts to review and refine tertiary learning materials, ensuring content is accurate, consistent, accessible and publication ready.
- Line edit, copyedit, proofread and fact-check educational publications, tertiary learning resources, academic manuscripts and non-fiction books.
- Provide structural editorial feedback where required to improve organisation, clarity, readability and overall flow.
- Apply APA, Chicago and client-specific house styles to ensure consistency across complex documents.
- Check references, citations, cross-references, headings, tables, figures and document structure.
- Work extensively with Microsoft Word Track Changes, PDF markup tools and editorial workflows.
- Manage multiple concurrent projects while maintaining high editorial standards and consistently meeting deadlines.

Representative editorial experience

- Tertiary learning resources and educational publications.
- Academic journal articles and scholarly manuscripts.
- Non-fiction books covering business, current affairs and personal development.
- Educational publications relating to environmental and natural history topics.
- Business and professional learning materials.

The Open Polytechnic of New Zealand

Adjunct Faculty – Library and Information Studies | 2014–Present

- Assess tertiary-level student assignments and provide detailed written feedback.
- Apply marking rubrics and academic quality standards to ensure fair, accurate and consistent assessment.
- Review written work for clarity, structure, grammar, referencing and academic integrity.
- Support students in developing academic writing, research and information literacy skills.
- Work independently while consistently meeting marking deadlines.

Whanganui District Library

Children's Librarian | 2022–2023

- Delivered library services and programmes supporting children's literacy and learning.
- Promoted engagement with educational resources for children and families.
- Maintained library collections and records with accuracy and attention to detail.
- Provided high-quality customer service in a busy public library environment.

Mediality / News Corp (Pagemasters)

Comment Moderator | 2021–2022

- Reviewed high volumes of online content against detailed editorial, legal and community standards.
- Applied editorial judgement to ensure accuracy, consistency and compliance.
- Identified potentially defamatory, inaccurate or inappropriate material.
- Worked efficiently within strict deadlines while maintaining quality standards.

Blind and Low Vision Education Network NZ (BLENNZ)

Administrator and Resource Producer | 2015–2021

- Produced accessible, curriculum-based educational resources for school-aged learners in braille and alternative formats.

- Edited and adapted learning materials to ensure accuracy, consistency and accessibility.
- Collaborated with teachers and specialist staff to support curriculum delivery.
- Maintained high editorial standards across a wide range of educational resources.
- Produced resources requiring meticulous attention to detail and adherence to quality standards.

Independent Information Professional

Research Services Business Owner | 2013–2014

- Conducted research and information-gathering projects for clients.
- Verified information and produced accurate written reports.
- Delivered high-quality work within agreed timeframes.

NZDF – Linton Camp Library

Librarian | 2013

- Managed library collections and provided research and information services.
- Assisted users in locating, evaluating and using information effectively.

Education

Master of Information Studies (Libraries)

Victoria University of Wellington, New Zealand | 2013

Postgraduate Diploma in Company Law

University of the Witwatersrand, South Africa | 1995

BLC LLB

University of Pretoria, South Africa | 1986

Professional Development

Selected Editing and Proofreading Training

- Structural Editing Non-Fiction for Publishers – Institute of Professional Editors (Australia)
- Advanced Copyediting Practicum – ClubEd (USA)
- Stylistic Editing – Simon Fraser University (Canada)
- Web Editing – Chartered Institute of Editing and Proofreading (UK)
- Becoming an Editor – Knowadays
- Becoming a Proofreader – Knowadays
- How to Fact-check – Knowadays
- Editing Māori-Language Text in English-Language Publications – Institute of Professional Editors (Australia)
- Beyond Basic Macros: A Systematic Approach to Error Correction – Institute of Professional Editors (Australia)
- What's New in CMOS 18 – Editorial Freelancers Association (USA)

Professional Membership

Institute of Professional Editors (IPED)

Professional Member and Volunteer