

## Nick Williamson

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Nationality:	British



### Profile

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I have been a freelance proofreader and editor for over twelve years. My proofreading, writing and editing portfolio consists of a wide variety of texts, including business reports, corporate documents, market research and journal articles for publication.

I am also a CELTA-qualified teacher with experience ranging from English instruction at elementary level to teaching academic English to university graduates. Such roles include pre-sessional tutoring at the Universities of Bristol, Nottingham, Leeds and York (all UK), which focused on academic writing and critical thinking, as well as teaching at language centres in Malaysia. I hold an MA from the University of East Anglia (UK).

### Education and Qualifications

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<b>MA (History) - Degree Awarded – Pass</b>	2004
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University of East Anglia

<b>BA (Hons) History – Degree Awarded – First</b>	2003
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University of York

<b>CELTA - Grade B</b>	April 2007
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NILE Centre, Norwich

<b>ICT for Business</b>	2010
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Norfolk Adult Education

## Employment History

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### **Sep 2010 – date      Freelance and self-employed proofreader (Target Proofreading)**

Private work with corporate clients, small and medium-sized companies, and individual students as editor and proofreader, offering a comprehensive checking and editing service. On a freelance basis, I work for various companies (evidence can be supplied) to edit, proofread and/or paraphrase documents. Many academic texts have been written for publication in journals.

My extensive proofreading experience covers fields such as business, engineering, hospitality, finance, education, physics, political science, economics, management, medicine and physiotherapy.

Private clients include global organisations (UNICEF - policy documents and reports), managers of multi-national companies (Yakult), post-doctoral academics (International Islamic University Malaysia), sports medicine practitioners (MSN Physiotherapist), embassies (Embassy of Switzerland), doctoral students (UKM Malaysia; University of East Anglia, UK), NGOs (Project Lockdown), authors (lifestyle books) and private companies (Arahal Aceitunas, Spain; CNE Global, Malaysia).

### **July 2025 - Sep 2025                      Pre-sessional tutor                      University of Bristol (UK)**

Teaching academic English courses online and classroom-based to prospective entrants to post-graduate degrees (adults). Intensive courses comprising graduate students of various nationalities at higher-intermediate level and above. Included tutoring, live session, planning lessons, marking work, providing feedback, and monitoring class and individual requirements.

### **July 2024 - Sep 2024                      Pre-sessional tutor                      University of Nottingham (UK)**

### **July 2023 - Sep 2023                      Pre-sessional tutor                      University of Leeds (UK)**

### **July 2020 - Sep 2020;                      Pre-sessional tutor                      University of York (UK)**

### **June 2019 - Sep 2019**

(Roles as described above)

### **Feb 2012 - June 2020                      English teacher                      Various schools and centres**

Teaching general English to students of mixed nationality, adults and young learners. Classes involved conversation, grammar, listening and writing class. I was responsible for designing the writing curriculum and other schedules. The roles also included teaching IELTS preparation and IELTS skills courses, as well as mentoring other teachers. Online learning was a recent development of the teaching options.

### **Jun 2010-Sep 2010      Pre-sessional tutor/ general teacher      INTO Centre, University of East Anglia (UK)**

### **& Jun 2011-Oct 2011**

Teaching academic English courses to prospective entrants to post-graduate degrees at the University of East Anglia (adults). Intensive courses comprising graduate students of various nationalities at higher-intermediate level and above. Included tutoring, planning, examinations, diagnostic testing, and monitoring class needs and specific individual requirements.

## **Other Skills and Interests**

Computing: Proficient in Teams, Office package, Google apps package, Zoom, Word, Excel, MS Project, PowerPoint, Outlook.

ICT for Business course - OCR Level 2 (July 2010)

Driving: Full UK Driving Licence (1997)

Languages: Intermediate Spanish, lower intermediate French, beginner Malay

First Aid: St John Ambulance certificate

Football - Qualified F.A. referee and coaching. I have worked as a football coach with junior teams. I have also been secretary and administrator of a local club.

Futsal – I formed and was general manager of the UEA Futsal Club, which included organising tournaments, financial management, coaching and media work.

Travel - I am a keen traveller and am always interested in discovering new cultures, languages and lifestyles. I spent some time in Mexico assisting in biology fieldwork. I have also visited every country in south-east Asia, and cycle-toured through most European countries.

**Employment / personal/ agency references can be supplied.**

**Samples of editing work can be provided.**