

# DOROTHY LAWRENSON

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## SKILLS

- Experienced copyeditor and proofreader with recent professional training
  - Client-focussed and deadline-driven, with meticulous attention to detail
  - Outstanding English language skills, including rigorous knowledge of grammar and punctuation
  - Conversant with MS Word, Adobe Acrobat, LaTeX and Google Docs
  - Familiar with various citation styles (APA, CMOS, MHRA, MLA)
  - Subject expertise in art history, literature and Scottish studies
  - Familiar with other languages (French, Spanish, Latin, Scots)
  - Effective communicator, experienced in working remotely as part of an international team
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## EDUCATION

2021	University of Edinburgh: PhD in Creative Writing
2016	Texas State University: MFA in Creative Writing
2004	University of Edinburgh: MA (Hons) in Fine Art

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## PROFESSIONAL RECOGNITION

Dec 2025	Advanced Professional Member of the Chartered Institute of Editing and Proofreading (CIEP)
April 2019	Fellow of the Higher Education Academy (FHEA)

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## EDITORIAL TRAINING

Nov 2025	CIEP Copyediting 3: Progress (distinction)
Oct 2025	CIEP Editorial Project Management
June 2025	CIEP Basic Editorial Test A (92%)
June 2025	CIEP Copyediting 2: Headway (merit)
Jan 2025	CIEP Proofreading 2: Headway (merit)

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## EMPLOYMENT

Jan 2026–Dec 2030	<b>Honorary Lecturer, University of St Andrews.</b>
Dec 2019–present	<b>Freelance Editor and Proofreader.</b> Over 2,400 hours of experience proofreading and copyediting academic articles, book manuscripts, dissertations/theses, educational materials and web content, including > 2.5 million words edited for <a href="#">Scribbr</a> and two books published by Cambridge University Press. I have also freelanced for <a href="#">Oxbridge Proofreading</a> and for <a href="#">MDPI</a> , editing STEM articles for journal publication using Word and LaTeX. I have achieved Distinction and Merit grades for CIEP training and hold <a href="#">Advanced Professional Membership of the CIEP</a> .

## DOROTHY LAWRENSON

Jan 2024–present	<b>Freelance Transcriber.</b> Editing Crown Court proceedings for Epiq Global, using VIQ Player. Transcribing educational materials for Verbit, using Express Scribe.
Oct 2024–Dec 2025	<b>Associate Lecturer in Creative Writing, University of St Andrews.</b> Supervision of dissertations for master's Creative Writing students and undergraduate honours English and Scottish Literature students.
Sept 2018–present	<b>Associate Lead Reader, openbookreading.com.</b> Facilitating shared reading and discussion sessions for adults, both face-to-face and online via Zoom.
April–August 2024	<b>Teaching Fellow, University of Edinburgh.</b> Supervision and marking of dissertations and portfolios for MSc Creative Writing students.
Sept 2022–Sept 2023	<b>Lecturer in Creative Writing, University of St Andrews.</b> Teaching master's and undergraduate students and conducting research in the School of English.
July–Sept 2021–2023	<b>Tutor, Scottish Universities' International Summer School.</b> Design and delivery of the courses Creative Writing (2023, 2022) and Scottish Literature since 1900 (2021) to international students at undergraduate and master's level.
July 2021	<b>Dissertation Writing Consultant, University of Edinburgh.</b>
Sep 2016–May 2017	<b>Lecturer, Department of English, Texas State University.</b>

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## ADMINISTRATION, SERVICE AND VOLUNTARY ROLES

Aug 2019–Aug 2020	Editor, <a href="#"><i>FORUM: The University of Edinburgh Postgraduate Journal of Culture and the Arts</i></a>
Jan–June 2019	Member of Planning Committee, AHRC SGSAH Symposium
Dec 2017–Jan 2018	Reader, James Tait Black Prize for Biography, University of Edinburgh
Sep 2014–May 2016	Student Representative, University Arts Committee, Texas State University
Jan–June 2015	Poetry Editor, <i>Southwestern American Literature</i>
Jan–June 2015	Editorial Assistant, <i>Texas Books in Review</i>
Sep 2013–May 2015	Poetry Reader, <i>Front Porch (Porter House Review)</i> , Texas State University

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## AWARDS AND HONOURS

2023	Shortlisted for Scots Language Society's Sangschaw translation prize
2020	Winner of Scots Language Society's Sangschaw short story prize
2017–2020	AHRC DTP (SGSAH) studentship for PhD study at University of Edinburgh
2013–2016	Scottish International Education Trust Grant
2019	Winner of Scots Prize in Wigtown Poetry Competition
2016	Fellowship, Poetry at Round Top, Festival Hill, Round Top, Texas
2016	Outstanding Masters Student in Liberal Arts, Texas State University
2016	Outstanding Graduate Student in English, Texas State University
2015	Best Graduate Student Paper, Texas Medieval Association Conference
2014	Callum Macdonald Memorial Award for publishing
2013	AAUW International Fellowship, American Association of University Women
2013	St. Andrew's Scholarship, the St. Andrew's Society of Washington, DC