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## Employment history

July 2016 – Dec 2016  
Sustans  
Cycle Path Fundraiser

Sept 2012 – Dec 2015  
Various schools  
Primary teacher

Sept 2006 – Sept 2011  
Waitrose  
Customer service assistant

## Other skills

Microsoft Office Suite  
WordPress websites and blogs  
Creative writing

## Memberships and associations

Intermediate Member of the  
Chartered Institute of Editing  
and Proofreading



Intermediate  
Member

# Nicholas Taylor

Editor | Proofreader

Experienced freelance copyeditor and proofreader, ensuring that copy is as clear as possible and free from errors. Specialist fiction editor and proofreader with extensive experience in editing a wide variety of genres, including fantasy, science fiction and romance as well as general fiction and creative non-fiction.

## Skills and abilities

### Attention to detail

I pride myself on working carefully and diligently, ensuring that copy is as error free as possible. This attention to detail includes finding spelling, punctuation and grammar issues as well as formatting, sense, clarity and consistency errors.

“Nicholas’ work was fast, thorough and immaculate.” – Client

### Working to budget

In the current publishing climate, securing work that is value for money is very important. I offer competitive and negotiable rates.

“... able to work with my budget which was my biggest concern ...” – Client

### Professionalism

Whether I am working directly with self-publishing authors or with publishers, I am professional, maintaining good communication, dealing with queries and comments sensitively. I am able to work to deadlines and maintain the same diligence and attention to detail. I regularly work alongside other editors for training, development and support on projects.

“[Nicholas’] comments were helpful, thorough and I was surprise how quickly your returned them to me.” – Client

## Education and training

<b>Copyediting 1</b> <i>CIEP</i> July 2021	An introduction to copyediting in a range of genres and text types, including print and digital media.
<b>Proofreading 1</b> <i>CIEP</i> February 2021	As part of my ongoing CPD, a refresher course in proofreading techniques, including BSI symbols, marking up PDFs and proof-editing
<b>CPD certificate in copyediting and proofreading</b> <i>The Writers Bureau</i> April 2018	The principles of copyediting and proofreading, assessed by tutors to high standards. Covered use of BSI symbols in proofreading and the principles of copyediting.
<b>Level 2 Information, advice and guidance</b> <i>NOCN</i> November 2018	How to give information and guidance to individuals professionally. The course also included working within the data protection act and various equality legislations.
<b>Level 3 English for Academic Purposes</b> <i>Gateway</i> May 2018	Developing academic style, including a deeper understanding of references, plagiarism avoidance and writing clearly for an academic readership.
<b>BA (Hons) Primary Education</b> <i>Middlesex University</i> June 2012	Primary teacher training. This has proved invaluable as a copyeditor and proofreader, especially when giving feedback to authors.