



Seattle, WA 12345



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email@example.com



Portfolio

KEY SKILLS

- AP style
- Chicago style
- MLA style
- Line editing
- Consistency checks

Brian Brown

Meticulous proofreader with four years of experience ensuring error-free copy for print and digital publications. Expert in AP, Chicago, and MLA style guides. Known for catching 99% of typos and inconsistencies.

PROFESSIONAL EXPERIENCE

PROOFREADER

ELITE PUBLICATIONS , SEATTLE, WA | JUNE 2019 – PRESENT

- Proofread 200+ articles monthly, maintaining 99% accuracy
- Verify citations and references for academic and technical papers
- Collaborate with editors to resolve style conflicts

EDITORIAL ASSISTANT

READRIGHT PRESS , SEATTLE, WA | JULY 2017 – MAY 2019

- Performed line edits and proofreads on 50+ book manuscripts
- Updated style sheets and glossaries for consistency

EDUCATION

B.A. in English

University of Washington , Seattle, WA | May 2017