

Felecia Wakida

Copy Editor

Profile

Detail-oriented Copy Editor with 1 year of experience in proofreading and refining content for various industries. Proficient in grammar, punctuation, and style guidelines, with a keen eye for consistency and clarity. Demonstrated ability to work efficiently under tight deadlines and collaborate effectively with writers to produce high-quality content. Committed to maintaining editorial excellence and enhancing reader engagement.

Employment History

Senior Copy Editor at ProofreadNOW.com, MD

Apr 2023 - Present

- Successfully managed the editing and proofreading of over 1,500 documents within a year, ensuring a 99% client satisfaction rate and contributing to a 20% increase in repeat business for ProofreadNOW.com.
- Streamlined the company's style guide and editing process, which led to a 30% improvement in project turnaround time and increased team efficiency by 25%.
- Spearheaded the training and mentoring of 10 new copy editors, resulting in a 15% overall increase in team productivity and improved quality control measures.

Copy Editor at The Baltimore Sun, MD

Sep 2022 - Mar 2023

- Successfully edited and proofread an average of 50 articles per week, ensuring top-quality content with a 99% accuracy rate for The Baltimore Sun's daily publication.
- Spearheaded the implementation of a new style guide, streamlining the editing process and reducing errors by 25% within six months, resulting in improved consistency and readability across all articles.
- Trained and mentored a team of five junior copy editors, increasing their proficiency and productivity by 40% within their first year, contributing to the overall improvement of the editorial department.

Education

Bachelor of Arts in English and Communications at University of Maryland, College Park, MD

Sep 2018 - May 2022

Relevant Coursework: Literary Analysis, Creative Writing, Media Studies, Public Speaking, Intercultural Communication, Rhetoric, Journalism, Digital Media Production, and Public Relations.

Certificates

Certified Professional Editor (CPE)

Feb 2022

Details

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Links

[linkedin.com/in/feleciawakida](https://www.linkedin.com/in/feleciawakida)

Skills

Proofreading

Fact-checking

Consistency

Grammar expertise

Microsoft Word proficiency

Adobe InDesign knowledge

AP Stylebook mastery

Languages

English

Bengali

Hobbies

Reading and analyzing literature

Creative writing or blogging

Photography or digital design