

Marly Sito

Proofreader

Profile

Meticulous Proofreader with 1 year of experience in providing exceptional attention to detail and ensuring error-free content across various formats. Adept at identifying grammatical, punctuation, and spelling errors, as well as maintaining consistency in style and tone. Proficient in using style guides and collaborating with cross-functional teams to enhance the quality of written materials. Committed to delivering accurate and polished content that meets client expectations and deadlines.

Employment History

Senior Proofreader at Proofreaders Inc., VA

Mar 2023 - Present

- Successfully proofread and edited over 500 manuscripts in one year, resulting in a 98% client satisfaction rate and contributing to a 20% increase in repeat business for Proofreaders Inc., VA.
- Streamlined the proofreading process by implementing a new style guide and training 10 junior proofreaders, which led to a 15% increase in efficiency and a 25% reduction in project turnaround time.
- Spearheaded the development of an automated proofreading tool that increased accuracy by 30%, reduced manual workload by 40%, and saved the company \$50,000 annually in labor costs.

Proofreader at Virginia Editing Services, VA

Aug 2022 - Jan 2023

- Successfully proofread and edited over 150 manuscripts, resulting in a 95% client satisfaction rate and a significant increase in repeat business for Virginia Editing Services.
- Identified and corrected an average of 10 errors per manuscript, leading to a 30% reduction in client revision requests and improving the overall efficiency of the editing process.
- Streamlined the company's style guide and implemented a consistent workflow for all proofreaders, reducing project turnaround time by 25% and increasing overall productivity.
- Conducted quarterly training sessions for a team of 10 proofreaders, resulting in a 20% increase in their individual error detection rates and overall improvement in the quality of their work.

Education

Bachelor of Arts in English and Communication at University of Virginia, Charlottesville, VA

Sep 2017 - May 2022

Relevant Coursework: Literary Analysis, Creative Writing, Media Studies, Public Speaking, Intercultural Communication, Rhetoric & Composition, Digital Storytelling, and Visual Communication.

Certificates

Certified Professional Proofreader (CPP)

Dec 2021

Details

marly.sito@gmail.com

(769) 353-0114

1234 Maple Street, Richmond, VA 23220

Links

linkedin.com/in/marlysito

Skills

Grammar expertise

Punctuation mastery

Syntax proficiency

Microsoft Word

Adobe Acrobat

Consistency detection

Fact-checking

Languages

English

Italian

Hobbies

Reading novels

Painting or drawing

Playing a musical instrument