



— TESS JOLLY —

FREELANCE PROOFREADER AND COPYEDITOR

CONTACT

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www.poemsandproofs.co.uk

PROFILE

A highly motivated and diligent individual with excellent attention to detail, I am focused on providing my clients with an exemplary and trustworthy service that combines my flair for language with high-quality editorial training. As an Intermediate Member of the Chartered Institute of Editors and Proofreaders, I am bound by their code of practice to help authors and creators ensure their work looks polished and professional, their language shines and their message reaches its intended readership. I am committed to my own professional development and regularly further my training to develop new editorial skills to enrich my work.

SKILLS

- Excellent writing skills with exceptional spelling, punctuation and grammar
- Meticulous attention to detail and pride in my work
- Good organisational skills with a proven ability to prioritise workload and meet deadlines
- A positive attitude and enthusiasm for learning
- Comfortable working independently and keen to show initiative
- Strong communication and relationship-building skills
- Self-reflective in order to evaluate and improve professional practice

EXPERIENCE

Editor, The Writer's Advice Centre, July 2021–Present

- Writing sensitive, honest and constructive appraisals of manuscripts to support authors on their journey towards publication
- Effective communication with publisher to ensure best practice
- Excellent time management to ensure deadlines are met

Freelance Proofreader and Copyeditor, Poems and Proofs, April 2021–Present

- Checking documents to ensure they are ready for publication
 - Liaising respectfully and effectively with clients
 - Adhering to style sheets and/or creating my own
 - Competent editing in Word, PDF or on paper, blind or against copy, using Track Changes, Comments Tools or BSI markup symbols
 - Enthusiasm for incorporating the use of editorial software into my work to improve efficiency and accuracy
 - Commitment to ongoing professional development through training and liaising with other editors
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QUALIFICATIONS

Chartered Institute of Editors and Proofreaders

Getting to Grips with Grammar and Punctuation, 2023

Copyediting: Headway, 2022

Copyediting: Introduction, 2022

Word for Practical Editing, 2021

Proofreading: Headway, Merit, 2020

Proofreading: Introduction, 2020

University of Chichester

PGCE in Primary Education

University of Sussex

Master of Arts Degree in Creative and Critical Writing, Merit

GEOS English Academy

Teaching English as a Foreign Language

University of Surrey

BA in English Literature, First-Class Honours

EDUCATION

Rosebery School for Girls

Grade A A-levels: English Literature, French, German

Grade A GCSEs: English Literature, English Language, Maths, Science Double Award, Music, History, German, French

Workshop Facilitator, Tiger's Eye Writers, 2012–Present

- Delivering engaging creative writing workshops for children and young people
 - Marketing and promoting workshops
 - Encouraging children to enter writing competitions
 - Encouraging active listening and constructive feedback within a supportive environment
 - Working with volunteers and liaising with schools and parents
 - Hosting performances and a fundraising poem-a-thon
 - Overseeing all admin and accounting duties
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Admin Assistant, West Sussex Mind, 2022–present

- Overseeing the monthly newsletter for service users
 - Managing bookings on to social activities
 - Organising the timetable
 - Liaising with colleagues to ensure an efficient and high-quality service
 - Supporting service users in accessing groups
 - Helping to create a safe and welcoming environment
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ACHIEVEMENTS AND INTERESTS

I am passionate about the written word and have a particular affinity with poetry. I have published two pamphlets – *Touchpapers* (Eyewear Publishing, 2016) and *Thus the Blue Hour Comes* (Indigo Dreams, 2017). My debut collection – *Breakfast at the Origami Café* – was published by Blue Diode Press in November 2020. I read widely both for work and pleasure.

REFERENCES

Available on request