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Olivia Chen

CONTACT



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LinkedIn



City, State 12345

EDUCATION

- Bachelor of Arts in English
University of Washington | May
2013

KEY SKILLS

- Copy editing
- Fact-checking
- Style guide adherence (APA, MLA, Chicago)
- Error detection and correction

ABOUT ME

Experienced freelance copy editor with over seven years of experience reviewing manuscripts, academic papers, and marketing materials. Adept at enhancing readability and ensuring grammatical accuracy while adhering to client-specific style guides.

PROFESSIONAL EXPERIENCE

FREELANCE COPY EDITOR | SELF-EMPLOYED, REMOTE MARCH 2016 - PRESENT

- Edited and proofread over 200 manuscripts and marketing materials, maintaining 98% client satisfaction
- Collaborate with authors and publishers to refine manuscripts for clarity, accuracy, and audience engagement
- Create style guides for clients to standardize language, formatting, and tone across publications

COPY EDITOR | BRIGHTLINE PUBLISHING, NEW YORK, NY JUNE 2013 - FEBRUARY 2016

- Edited 50+ book manuscripts, improving grammatical accuracy and consistency while maintaining the author's unique voice
- Conducted fact-checking to verify details in non-fiction publications, reducing errors by 25%
- Streamlined editing workflows, decreasing project turnaround times by 20%