

STACEY GURLEY

PROOFREADER



CONTACT

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- thewordgurl.com

TRAINING

I completed a comprehensive proofreading training with Proofread Anywhere.

To see samples of my work, please go to thewordgurl.com/sample-work.



SKILLS

- Native English speaker
- Well-versed in English grammar
- Excellent spelling and punctuation
- Strong command of syntax
- Thorough knowledge of The Chicago Manual of Style
- Knowledge of Microsoft Track Changes

PROFILE

I'm a freelance proofreader with nearly a decade of proofreading experience and a thorough knowledge of CMOS. I am a native English speaker with excellent spelling, grammar, punctuation, and syntax skills, and I am formally trained in proofreading. I specialize in blogs and newsletters, magazine and newspaper articles, essays and short stories, mass emails, and website content.

I'm a detail-oriented person who is reliable and self-motivated, and I have excellent communication skills. I have worked as an administrative and personal assistant for over a decade, and I am always eager to learn new skills.

WORK EXPERIENCE

Personal Assistant / Proofreader and Editor

Smoke Street Records | October 2014 – Present

Responsible for day-to-day business operations such as managing inventory and shipping, managing social media accounts, composing and replying to client emails, managing accounts payable and receivable, and scheduling appointments.

- Social media content proofreader/editor
- Accounts manager
- Scheduling manager
- Merchandise manager