

	EDITING
	Formatting
	EXCEL

ANNE DENNISTON

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ABOUT ME

I am a technical editor, otherwise known as a copy editor, a text editor or a proofreader. That means I check the spelling, punctuation, grammar, logic and flow of an author's work. Unlike most editors, I also format the document because people judge a document by what it looks like before they know what it is about. I am an advanced user of all the programs in the Microsoft Office suite and love to teach other people to use them too.

Each of the jobs listed on the right taught me something new: I circulated books to libraries on the South Coast of KwaZulu-Natal, ran a stationery shop, set up an architectural library, wrote training manuals, compiled ISO policies and procedures, and edited a CGIAR funding proposal, a tank turret operational manual, agricultural reports, and a book about how to construct a good dissertation (for which I compiled an appendix on referencing styles). All of this fascinating experience equipped me to be an excellent editor.

EXPERIENCE

FREELANCE EDITING Apr 2019 to date

Edited and formatted umpteen journal articles, nearly as many dissertations, one book of young adult fiction, and several non-fiction books, and checked the format of a **lot** of references!

GAUTENG AUDIT SERVICES Jan 2007 to Mar 2019

Edited audit reports, and monthly, quarterly and annual reports. Wrote training courses in Microsoft Word and Excel. Set up Excel spreadsheets to monitor clients' implementation of action plans.

QUALIFICATIONS

Bachelor of Arts (Languages (WITS)
Higher Diploma of Librarianship (WITS)
Accredited Text Editor, English (PEG)

PROFESSIONAL MEMBERSHIP

Professional Editors' Guild (PEG)

REFERENCES Available on request

FREELANCE EDITING

1996–2006

Exactica (Pty) Ltd

Nov 2004 to Aug 2006

Forum for Agricultural Research in Africa

2002 and 2003

MBB Consulting Engineers Inc.

1995 to 2003

Fidelity Services Group

Dec 1998 to Mar 2003

Lyttelton Engineering Works

Mar to Dec 1998

FANRPAN (Food Agriculture and Natural Resources Policy Analysis Network)

Sep 2005 to Jan 2011

International Water Management Institute

South Africa

Jan 2002 to Jun 2009

Gray Training

Aug 2006 to Sep 2006

Fedics (Pty) Ltd

2004

Orbicom (Pty) Ltd

1997

S. A. Institute for Learning Disabilities

Mar 1996 to Jun 1996

OTHER CLIENTS/EMPLOYERS

S. A. National Council for the Blind

May 1987 to Dec 1994

Franklin Garland Gibson & Partners

Mar 1983 to Mar 1987

Logan's Bookshop

Jun 1981 to Feb 1983

Natal Provincial Library and Museum Services

Jan 1976 to May 1981

Details available on request

Clients say I am Meticulous | Professional | Helpful | Knowledgeable & Add value