

## Client Name and Contact Details

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### HIGHLIGHTS OF QUALIFICATIONS

- Language lover with great attention to detail and an eye for perfection
- Experience in proofreading and quality control of brochures, flyers and other promotional material as well as retail catalogues
- Experience in typesetting and proofreading of financial documents
- Excellent oral and written communication skills with the ability to clearly present ideas and views in a precise manner
- Electronic tagging skill of legal documents in SGML & XML
- Fast & accurate keyboarding
- Translation skills into Indian language
- Advanced level proficiency of MS-Office, Microsoft Project, Adobe FrameMaker, WordPerfect, Outlook & Lotus Notes

### EXPERIENCE

#### ***Proofreader***

[2010 –Present]

CMI-St. Joseph Content, Markham

- Proofread all pages moving through the quality control process to ensure that all required Editorial corrections have been implemented by the Finishing Operator and the pages are error free
- Ensure the on-time delivery of media pages and adheres to the quality standards and requirements of both internal and external clients
- Ensure that all pages adhere to the style guidelines supplied by the Quality Control Coordinator
- Compare images to related copy blocks on the printed page to ensure consistency and correspond to one another
- Check over and compare all final PDF files from the Imaging Department to the final QCs supplied by the Finishing Operators to ensure that they match and no images or copies have gone missing

#### ***Composition Operator and Proofreader***

RR Donnelley & Sons (formerly Bowne of Canada), Toronto

[2010]

- Produced financial documents by converting/setting new type, making authors' alterations and/or correcting converted or proofed pages according to Bowne Style
- Converted files and prepare files for Xmarking (i.e. saving down from PDF and or Xlates)
- Proofread output against the customers' document for style, composition, spelling accuracy and consistency
- Interpreted proofreading marks and made edits to financial documents
- Performed quality control by checking overall consistency, style and pagination
- Used appropriate editing and support software

#### ***Text Processing Specialist/SGML/XML Tagger***

INOFAS Integrated Systems Inc., Toronto

[2008 – 2009]

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- Performed electronic tagging of documents in SGML & XML
- Proofread, spell checked & reformatted legal documents created by scanning or OCR
- Utilized Word or WordPerfect to format text & tables
- Pro-active in identifying and reporting anomalies and seeking resolution

### ***Proofreader***

TC Media (formerly Quad Graphics & Que-Net Media), Markham [2007 – 2008]

- Proofread, fact checked and provided quality control of retail catalogues according to APA style guidelines
- Maintained consistency within the catalogue by ensuring that pricing, copy, and design are maintained on all pages and zones

### ***Proofreader***

PGePROPEL (formerly PGeMarketing Services), Markham [2007]

- Proofread and handled quality control of artwork and client copy
- Assisted in page proof coordination and multiple version mark up
- Organized and de-formatted client copy using Microsoft Word
- Developed a macro in MS-Word for de-formatting tasks
- Coordinated/maintained client style profiles and resource files for legals

### ***Copy Editor***

Alden Prepress Services India P. Ltd., India [2005 – 2006]

- Copy edited, style edited and proofread journal articles
- Designed tools to facilitate language editing, tested the tool for language editing and assisted in tool improvement

## EDUCATION/TRAINING/VOLUNTEER

**Technical Writing Certificate with Honours**, Humber College [2012 – 2013]

**Bachelor of Arts (English Literature)**, Madras University, India [1997] (Represents a level of education comparable to a three-year bachelor's degree awarded by a recognized university in Ontario, according to Assessment Report by International Credential Assessment Service of Canada)

**Volunteer Learning Series Presenter**, Canadian Diabetes Association, Toronto [2009]

**Volunteer Proofreader/E-Publishing Assistant**, CNIB, Toronto [2009 – 2010]