

Erika Steeves

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Summary

Highly skilled in proofreading and copyediting a wide variety of nonfiction and fiction manuscripts, including business, self-help, humanities and social sciences, journalism, speculative genres, and anthologies. Committed to editorial excellence and able to work efficiently under tight deadlines.

Core Qualifications

- Proficient in Microsoft Word (track changes and commenting) and Adobe Acrobat
- Extensive knowledge of *The Chicago Manual of Style*, 17th Edition and *Merriam-Webster's Collegiate Dictionary*
- Able to adhere to and implement in-house style guides and create style sheets

Experience

E.S. Editing Services

- **Owner** (September 2012–present)
 - Provide line editing, copyediting, and proofreading services to publishers, businesses, academics, and authors

House of Zolo Publishing

- **Freelance Copyeditor and Proofreader** (June 2019–present)
 - Provide copyediting and proofreading services for fiction manuscripts and multi-author anthologies
 - Create style sheets for each project

ClickFunnels & Secrets of Success

- **Freelance Proofreader and Copyeditor** (Jan. 2021–2023)
 - Provided copyediting and proofreading services for nonfiction book manuscripts
 - Adhered to extensive in-house style guide
 - Created style sheets for each project

Flanker Press

- **In-house Copyeditor** (May 2012–August 2012)
 - Copyedited fiction and nonfiction book manuscripts, corresponded with authors, and evaluated manuscript submissions for future publication

Breakwater Books

- **Publishing Assistant** (May 2011–May 2012)
 - Completed a four-month editing internship under the managing editor
 - Hired on for a year-long in-house project
 - Managed, evaluated, and responded to book submissions
 - Contributed copyediting and proofreading services for senior editors on adult fiction manuscripts

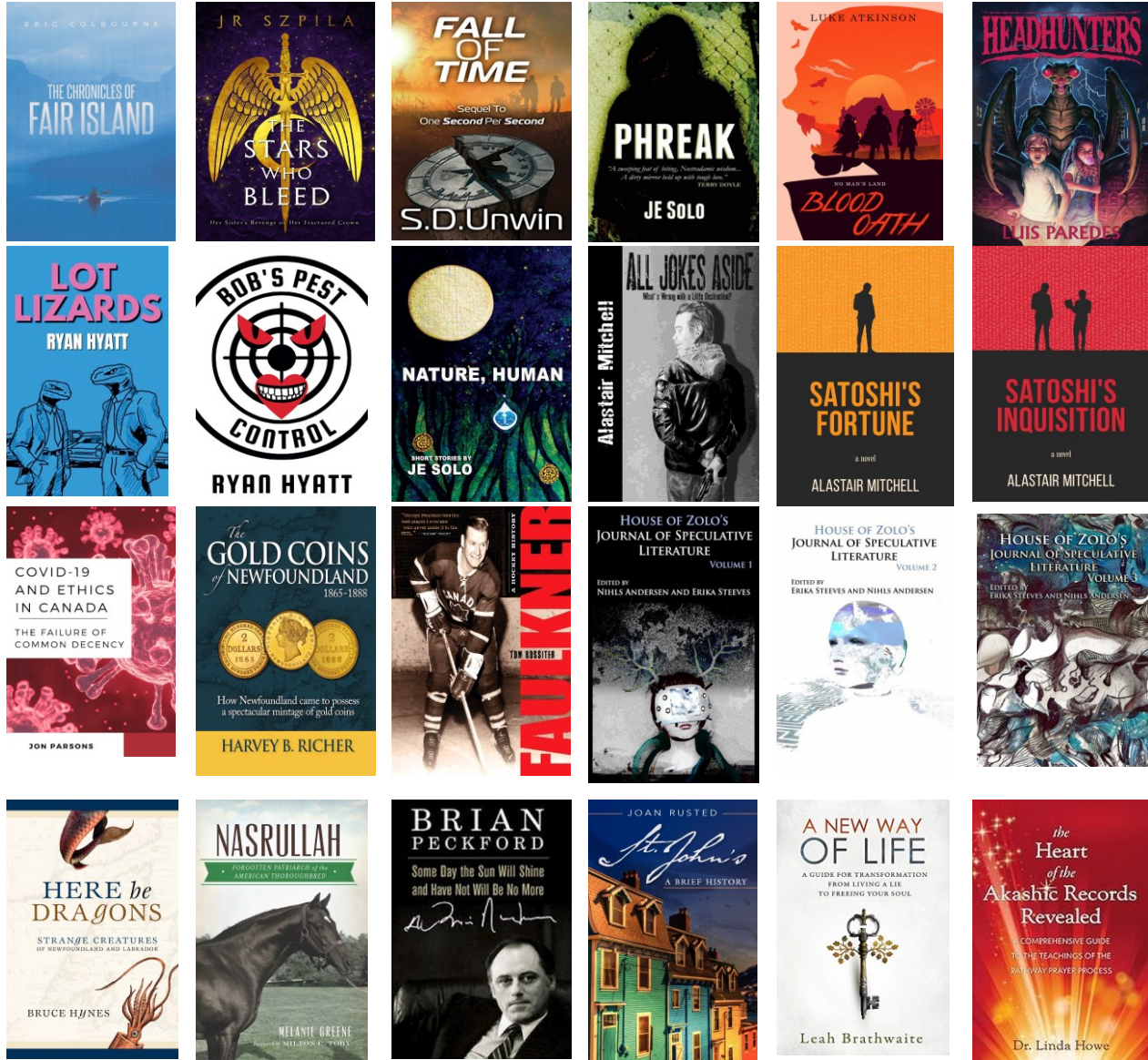
Education

BA, Humanities, Carleton University, Canada, 2008
 MA, Philosophy, Brock University, Canada, 2009

Professional Associations

ACES

Editing and Proofreading Portfolio Selected Projects for Authors and Publishers



See more client testimonials on my website at www.erikasteeves.com/portfolio.