

Erika Steeves

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Summary

Highly skilled in proofreading and copyediting a wide variety of nonfiction and fiction manuscripts, including social sciences, business, essays, speculative, and short story 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, while remaining flexible to accommodate author voice

Experience

E.S. Editing Services

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

House of Zolo Publishing

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

ClickFunnels & Secrets of Success

- Freelance Proofreader (Jan. 2021–present)
 - o Provide proofreading services in Adobe Acrobat for nonfiction book manuscripts
 - o Refer to in-house style guide and project style sheet

Flanker Press

- 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)
 - o Completed a four-month unpaid editing internship under the managing editor
 - o Hired on for a year-long in-house contract
 - o Managed, evaluated, and responded to book submissions
 - Contributed copyediting and proofreading services to assist the managing editor on nonfiction and fiction manuscripts



Education

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

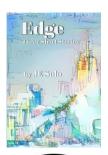
Professional Associations

ACES

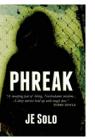
Editorial Freelancers Association

Editing and Proofreading Portfolio Selected Projects for Authors and Publishers

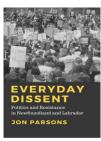


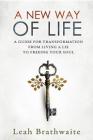




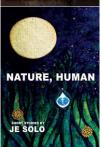








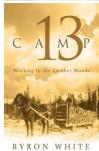


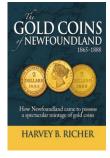












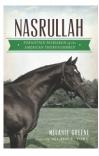


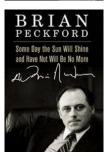


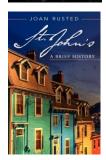


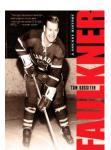














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