

# Erika Steeves

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## Summary

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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

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- Proficient in Microsoft Word (track changes and commenting) and Adobe Acrobat
- Extensive knowledge of *The Chicago Manual of Style*, 17<sup>th</sup> 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

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### 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
  - Create style sheets for each project

### ClickFunnels & Secrets of Success

- **Freelance Proofreader** (Jan. 2021–present)
  - Provide proofreading services in Adobe Acrobat for nonfiction book manuscripts
  - 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)
  - Completed a four-month unpaid editing internship under the managing editor
  - Hired on for a year-long in-house contract
  - 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



See more client testimonials on my website at [www.erikasteeves.com/portfolio](http://www.erikasteeves.com/portfolio).