

Karissa Silvers

Freelance copy editor and proofreader

Summary

Adept copy editor and proofreader with experience editing self-help and religious books, children's books, devotionals, cookbooks, and educational materials. Dependable freelancer who can collaborate with production editors and follow instructions in briefs. Skilled in spotting layout and formatting issues in proofs.

Professional Experience

COPY EDITOR AND PROOFREADER

Edit and proofread texts according to client's preferred style. Create style sheets for consistency, query authors, and verify facts and references. Check page proofs against the manuscript. Mark up typeset text using Adobe Acrobat's commenting tools or traditional proofreaders' marks.

Selected Clients

- ❖ Callisto Media
- ❖ Covenant Communications
- ❖ Crabtree
- ❖ CrossLink
- ❖ David C Cook
- ❖ Hallard Press
- ❖ Inksplash
- ❖ Iron Stream Media
- ❖ Loyola Press
- ❖ Moody Publishers
- ❖ NavPress
- ❖ Paradise Writing
- ❖ Seedbed
- ❖ WaterBrook & Multnomah

EDUCATOR

Developed an engaging curriculum for each subject taught, differentiated instruction to accommodate students' diverse needs, and regularly evaluated student progress.

Employers

- ❖ Tutor.com (2017–2019): English and writing tutor
- ❖ Holy Trinity School (2012–2018): English, writing, and Spanish instructor, grades 6–12

Skills and Expertise

The Chicago Manual of Style

The Christian Writer's Manual of Style

AP Style

Microsoft Suite

Adobe Acrobat

Google Suite

Education and Professional Affiliation

Copyediting Certificate, University of California at San Diego Extension

BA in English, University of Central Florida

- ❖ GPA 4.0, Honors in Major, summa cum laude
- ❖ Honors thesis: "Evangelicalism and Epiphanies of Grace in Flannery O'Connor's Short Fiction"

Editorial Freelancers Association member (2018–present)