Erica Lloyd

**Qualifications**

Proofreading 1,2&3 Chartered Institute of Mar. 2020 to Nov. 2020 Proofreading and Editing

Proofreading Theses and

Dissertations

Master’s in Educational Practice Cardiff University Jan. 2014 to Nov. 2017

P.G.C.E. Secondary (Music) QTS Cardiff University Sep. 2008 to July 2009

BA Mus (hons) Bath Spa University Sep. 1998 to Aug. 2002

**Employment History\***

Proofreader Freelance Sep. 2020 to present

Music Teacher High School Sep. 2019 to Feb. 2020

Head of department Community School Sep. 2016 to July 2018

Supply Teacher Teaching agency Sep. 2012 to Aug. 2016

Peripatetic Woodwind Teacher Carmarthenshire Council Sep. 2003 to Aug. 2009

**Key Skills**

Proofreading:

* Checking against copy
* Checking hard-copy or digital
* Checking, grammar, spelling, typos and consistency
* Using BSI symbols, track changes on Microsoft Word or marking up using stamps/comments on PDF files
* Distinguishing between typesetter and author queries
* Using the relevant house style
* Following/compiling style sheets where necessary

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