



CONTACT

✉ elisabeth@dog-earedproofreading.com

📍 13014 Golden Drive
Amarillo, Texas 79111

SKILLS

- Accuracy
- Efficiency
- Attention to Detail
- Communication
- Flexibility
- Ability to Research
- Love of Literature

EDUCATION

HIGH SCHOOL

Central Baptist Christian Academy
Valedictorian
Honors Diploma
Class of 2021

ELISABETH COPELAND

F R E E L A N C E
P R O O F R E A D E R

PROFILE

I am a diligent and detail-oriented proofreader with 3 years of experience in managing financial operations, including accounts payable and receivable, and processing payroll. Proficient in using track changes in Microsoft Word and adapting to different writing styles. Strong attention to detail and ability to maintain confidentiality of sensitive financial information, with a commitment to accuracy in grammar, spelling, punctuation, and formatting.

EXPERIENCE

SELF-EMPLOYED FREELANCER

Dog Eared Proofreading

2024 - Present

- Strong attention to detail to catch even the smallest errors and inconsistencies in text
- Communication with clients to understand and adapt to their specific requirements and preferences
- Accuracy in grammar, spelling, punctuation, and formatting according to industry standards
- Certified Master Proofreader in General Proofreading by Proofread Anywhere

FINANCE SECRETARY

Central Baptist Church

2022 - Present

- Management of daily financial operations, including accounts payable and receivable, expense tracking, and budgeting
- Development of detailed expense reports through Excel spreadsheets to accurately track spending
- Confidentiality of sensitive financial information while handling payroll processing tasks