

KIM WHATLEY

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

CONTACT

📍 3 Rue Hermann Lachapelle
Paris 75018

✉ kimwhatley@posteo.net

☎ 06 78 46 73 12

💻 [linkedin.com/in/kim-whatley](https://www.linkedin.com/in/kim-whatley)

PROFESSIONAL SUMMARY

Versatile, accomplished and passionate native English editor and proofreader, skilled at producing engaging and accessible texts. Impeccable standards of spelling and grammar, and extensive experience across various platforms. First-class writing and research skills combine with editorial maturity, commitment and accuracy to ensure rapid turnaround and great results. Adaptable and conscientious with a friendly, professional and flexible approach to the review and approval process.

EDUCATION

BA HONOURS ENGLISH LITERATURE AND LANGUAGE 2:1, UNIVERSITY OF LEEDS, 2002

Areas of academic focus: grammar, etymology, sociolinguistics, stylistics, journalism, phonetics, dialectology, creative writing

SOFT SKILLS

- Strong organisational competence
- Efficient time and task management
- Excellent interpersonal skills
- Independence and resilience
- Collaboration and coordination
- Creative and critical thinking

TECHNICAL SKILLS

- Mac OS, Windows
- MS Office, G Suite
- CAT software
- Remote communication tools
- CMS platforms

REFERENCES

References available on request

SKILLS

EDITING

Exemplary written English skills • Guaranteed clarity and momentum • Commitment to preserving style and consistency • Effective listening and client communication

PROOFREADING

Degree-level, teaching-standard grammar, spelling and punctuation • Aptitude for precision and fine tuning • Natural perfectionism • Fast and patient reader

RESEARCH AND FACT-CHECKING

Meticulous and exhaustive approach • Commitment to true, genuine and credible copy • Prioritises accuracy without sacrificing quality • Strong analytical skills

COPYWRITING

Creative, curious and knowledgeable about a wide range of subjects • Broad writing experience with an authentic voice • Tailored content production to tight deadlines

EXPERIENCE

EDITOR AND PROOFREADER - 03/19 - PRESENT

SELF-EMPLOYED - Paris, France

Reviewing and polishing copy with a meticulous and thorough approach, whilst maintaining textual integrity and sustaining tone and style.

BLOG CREATOR/BLOGGER - 01/14 - PRESENT

PARIS SMALL CAPITAL - Paris, France

Researching, writing, editing and proofreading original and unique content emphasising the simple delights of French culture and budget travel in the capital.

HEAD OF CONTENT/EDITORIAL - 04/16 - 02/19

LE BEERING CRAFT BEER APP - Paris, France

Creating and overseeing editorial strategy for a start-up beer app, producing and researching original content to reflect French trends for a chiefly anglophone audience.

BUSINESS ENGLISH TEACHER - 09/12 - 03/16

FORMALANGUES - Paris, France

Leading individual and group classes for EFL adults with clients such as Crédit Agricole, Givenchy, H&M and SNCF.