

DR JENNIFER ESSEN

OBJECTIVE

I am a hardworking, highly motivated PhD graduate with experience in a variety of academic and commercial spheres. My academic background has advanced my understanding of English and honed my ability to write and edit text. This has been augmented by diverse corporate experience, which has instilled time-management skills, the ability to work to tight deadlines, and an eye for accuracy.

EDUCATION

2010 – 2016	King's College London PhD American Studies	
2008 – 2009	National University of Ireland, Cork MA American Literature & Film	<i>High First-Class Honours</i>
2004 – 2007	National University of Ireland, Cork BA (Hons.) English with Philosophy	<i>First-Class Honours</i>
1995 – 2002	GCSEs and A-Levels All grade A*, A, B	

PROFESSIONAL EXPERIENCE

February 2019 – present <i>Proofreader and Editor</i>	Freelance
<ul style="list-style-type: none">Professional proofreading service includes a thorough grammar, punctuation, and spelling check, and readability is improved through word choice, tense use, and sentence structure.Expert, personalised editing service to provide proofreading and additional, more comprehensive, content-focused reviews, including removing factual errors, clarifying obscure passages, improving flow and tone, and reorganising text, where necessary.Document types accommodated include Microsoft Word, Excel, and PowerPoint, as well as Google Docs and PDFs.Extensive knowledge of academic proofreading and editing, including university applications, dissertations, and theses.Advanced experience of corporate and business documents, including contracts, policies, marketing materials, and reports.Other skills include CVs and cover letters, video-game and film scripts, and creative writing.	
January 2018 – July 2019 <i>English Teacher and Proofreader</i>	Freelance
<ul style="list-style-type: none">Teaching duties included preparing and delivering classes to students learning English as a second language.Proofreading service necessitated in-depth understanding of common mistakes made when writing in English as a second language.Proofreading ranged from contracts to corporate emails, and from project reports to PowerPoint presentations.One-to-one and group classes taught, from Basic level to Advanced.	

- Formal grammar rules, conversation, pronunciation, and informal language all taught to ensure students can communicate effectively in English.
- Tailored approach focused on the needs and background of each student, with particular focus on the student's industry terminology.
- A range of techniques employed to accommodate for different topics, learning abilities, and levels.

January 2016 – December 2017 Blackfriars Asset Management

Head of Client Services and Operations Analyst

- Client Service role involved ownership and sole management of all client reporting, marketing reports, database management, and marketing presentations.
- Monthly client reporting required extensive proofreading, editing, and reformatting of text written by native and non-native English speakers.
- All marketing material was proofread and edited for clarity, fluency, and appropriateness for a variety of audiences.
- Operations role included project management of major evaluation and overhaul of company suppliers and procedures, including ownership of project to fully automate the monthly client reporting procedure.
- Also included co-management of back and middle office operations, including daily reconciliations, management of subscriptions and redemptions, and trade settlement.
- Required excellent written and spoken English, in-depth understanding of the asset management industry, and exceptional organisational skills.

January 2013 – May 2015 King's College London

Graduate Teaching Assistant

- Duties included preparing and delivering lectures and seminars to first-year undergraduate students.
- Exam assignments were devised, and exam assignments were proofread and marked.
- Proofreading of written assignments was particularly important for students to succeed in their studies, which meant that the ability to explain corrections was as crucial as spotting errors in the text.
- Required excellent oral and written communication skills and a spectrum of teaching tactics to ensure undergraduate students mastered the learning objectives defined by the university and fulfilled their academic potential.

June 2013 – December 2013 Accenture

Copywriter

- Duties consisted of writing, editing, and proofreading all content for a new external microsite.
- Copy written about outsourcing capabilities at this global management consultancy, and related content from the main Accenture website was proofread for clarity and accuracy before inclusion in the microsite.
- The ability to work to tight deadlines was essential, as were advanced research skills, attention to detail, and responsiveness to feedback.
- Commercial awareness, understanding target audiences, and balancing logic with creativity also necessary.

REFERENCES

Available on request.