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# FRANCESCA HERNANDEZ

## PROOFREADER AND COPYEDITOR | [FORMAVERBA.COM](http://FORMAVERBA.COM)

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Santarém, Portugal

### Additional Highlights:

Native US English speaker

Working with UK and US English

Knowledgeable with medical, legal, and business terminology

Experienced in ESL editing for non-native English speakers

### Profile

Professional proofreader, copyeditor, and owner of Forma Verba—a freelance editorial business with a niche in transcripts and intellectual content. Experienced in proofreading and editing a variety of professional texts including legal transcripts, conference presentations, and peer-reviewed articles in the social sciences.

### Experience

#### Proofreader, Copyeditor, and Owner of Forma Verba; 2019-Present

Ensuring transcripts are free of typographical errors while maintaining the accuracy of the spoken record. Checking errors, clarity, and readability while keeping to style preferences. Marking corrections including punctuation, capitalization, spelling, misused words, and formatting. Highlighting inconsistencies in style and content.

Experience in proofing legal transcripts such as expert testimonies, hearings, and examinations under oath. Versed in Morson's English Guide for Court Reporters, Court Reporting: Bad Grammar/Good Punctuation, and The Gregg Reference Manual. Work with PDF annotation software, MS Word, and audio.

Editing and proofreading a variety of copy including academic articles, essays, blogs, and website content. Executing light to medium copyediting with suggestions on making writing more clear, correct, and concise while adhering to author's preferences, including CMOS, AP, APA, and MLA.

#### Editor for EOF Project, 2018-Present

Editor for Diego Fontanive at EOF Project. Duties include editing articles and academic presentations.

### Education

Margie Holds Class; Language Elements, Comma Basics, Connecting Words, Semicolons, Dashes and Colons — Certificate of Completion, 2020

Proofread Anywhere, Transcript Proofreading: Theory and Practice — Certificate of Completion, 2019

Florida State University; Tallahassee, Florida — Bachelor of Science: Studio Art, *cum laude* (GPA 3.7), 2002

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