Alison Gilbert

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PROFILE I am a freelance proofreader who specialises in educational and mathematical documents. I have a passion for education and a love of learning! I am constantly striving to improve my own skills and knowledge. I studied mathematics to degree level and have a very analytical mind. I am great with figures, maps, diagrams and finer details. I have experience checking maths from primary to degree level. I am thorough and organised, enjoying working through a project, checking every detail to ensure it is ready for publication.

I have worked in education for the past 17 years. I have continued my professional development learning new skills and undertaken a variety of roles from Primary School Teacher, Early Years Manager, Foundation Stage Curriculum Co-ordinator and Teaching Assistant. My background in education has supported me to proofread teachers’ phonics guides, maths textbooks and online learning modules.



EDUCATION **Chartered** Institute of Editing and Proofreading Training

 Courses - Introduction to Proofreading, Proofreading Headway, Proofreading Progress - 2019

 The courses enabled me to build a good foundation of proofreading and develop skills in using BSI proofreading symbols, Microsoft Word and Adobe Acrobat.

 Early Years Professional Status

 Manchester Metropolitan University – 2007 to 2008

 The course enabled me to learn about children’s learning progression from birth to 7 years old. It gave me practice at documenting and cross-referencing different elements of my own practice.

 BSc Maths with Qualified Teacher Status – Upper Second Class Honours

 Lancaster University (St Martin’s College) – 1997 to 2001

 During the course, I developed an in-depth understanding of Primary Education and Mathematics to a high level. The course enabled me to learn about pedagogy theories, course planning and teaching theories.

 A-Levels, Mathematics: A, General Studies: B, French: C, GCSE, Sociology: A

 Clitheroe Sixth Form Grammar School – 1995 to 1997

 GCSE, Mathematics: A, Science 1&2: A, A, Design and Technology: A, French: A, English Literature: B, English Language: B, Geography: A, Art and Design: C

 Longridge High School – 1990 to 1995



SKILLS **Proofreading, Copyediting and Maths checking.**

**Sound knowledge of BSI proofreading symbols.**

 **Microsoft Word using Track changes and commenting tools.**

 **Adobe Acrobat using commenting tools and BSI proofreading symbols.**

I have an in-depth knowledge of the Early Years Foundation Stage and Primary Education. I have experience of textbooks and e-learning resources, and I have proofread educational and non-fiction texts. I have developed my IT skills to proofread digitally offering a faster service. I have worked for publishers following a house style and create my own style sheet when working on a project. I can work digitally as part of a team recording my comments using Smartsheet, Microsoft Office suite, Google drive and Trello.



EXPERIENCE **Freelance Proofreader** – **Alison Proofreader**

Feb 2019 – Present

Proofreading Teacher’s Phonics Guides for Letterland, Teacher’s Maths textbooks for Bloomsbury Education and Oxford University Press, a Teacher resource book on developing outstanding writing for Brilliant Publications, a non-fiction book for Watkins Publishing, Travel guidebooks and Walking guidebooks for publishers, Bradt and Cicerone Press. Proofreading educational assessments, online University learning resources, an IT Training company’s website, Nursing essays and dissertations in maths and nursing. Copyediting online primary maths modules for Maths Flex, Pearson and maths checking online learning modules from primary to A Level, including the Maths Factor. I proofread for educational content, consistency, grammar, spelling, punctuation, layout and accurate figures. I cross-referenced documents, including workbooks, student books, PowerPoints with audio transcripts and teacher guides.

**Teaching Assistant** – **Staghills Nursery School**

1. – 2020

Planning, delivering and documenting children’s learning for a group of key children.

**Early Years Manager – Staghills Nursery School**

1. – 2017

Leading the team across the ages from birth to 4 years old. Monitoring planning, delivery and documentation. Organising rotas, training, meeting policies, gaining Outstanding with Ofsted and working with outside agencies.

**Teaching Assistant – Staghills Nursery School**

2006 – 2007

**Foundation Stage Curriculum Co-ordinator – Foundations for Learning**

1. – 2006

**Primary School Teacher – Bury Catholic Preparatory School**

2003 – 2004

**Primary School Teacher** **– Hopwood Community Primary School**

2001 – 2003



TESTIMONIES **Letterland** **– Proofreading – Teachers’ Phonics Guide – Lisa Chapman**

“Alison did a great job on a recent Letterland publication. It was a real benefit that she was able to return work digitally. The process was speedy, clear and she made a number of excellent observations, corrections and suggestions to improve our publication. Many thanks.”

**Bloomsbury Education** **– Proofreading – Maths Mastery – KS1 and KS2 – Sarah Jacobs**

“I thought you did a very thorough job, and your mark-up was very clear. So thank you! Your mark-up is just as thorough as for the last book, and the queries you added are really helpful. I’m especially grateful for your suggestions for small improvements to the artwork and vocab.”

**Watkins Publishing** **– Proofreading – Non-fiction book – Alex Schmidt**

“Alison is attentive to details and adapted well to using our house style. The PDF was flagged

cleanly, and all her notes were easy to understand. Everything was returned on schedule, and she

was always prompt in responding to queries. Overall I am very pleased with her work and

anticipate using her for future projects.”



REFEREES **Sarah Jacobs Rebecca Durose-Croft**

 Bloomsbury Education Durose-Croft Editorial Ltd

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