

Curriculum Vitae

Liz Zachary

Freelance copy-editor and proofreader

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Profile summary

I am an experienced copy-editor of policy and research publications relating to education, skills, health and public governance. I have particular experience with multi-author publications that have an international focus and are written by non-native English speakers. I have been working in roles that involve proofreading, copy-editing and writing since 2003, and became a freelance copy-editor in 2015. Since then I have worked on over 100 publications that total over 10 000 pages, ranging from 600 word blog posts to 250 page in-depth reports.

Relevant skills and experience

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| January 2015 to present | Freelance copy-editor and proofreader <ul style="list-style-type: none">• Copy-editing and proofreading for organisations including:<ul style="list-style-type: none">○ The OECD○ RAND○ CAGE Research Centre, University of Warwick○ Ark |
| November 2010 to December 2014 | Project Assistant, OECD, Paris, France <p><i>Directorate for Financial and Enterprise Affairs (2010 to 2013)</i>
<i>Directorate for Education and Skills (2013 to 2014)</i></p> <ul style="list-style-type: none">• Copy-editing and proofreading reports and magazine articles.• Creating content for websites.• Drafting blog posts. |
| July 2007 to October 2010 | Project Development Officer, National Children's Bureau, London, UK <p><i>Children's Health and Well-being</i></p> <ul style="list-style-type: none">• Writing articles for magazines and journals.• Writing promotional materials, such as flyers and case studies.• Editing "Healthier Inside", a magazine about young people in custody. |
| June 2006 to June 2007 | Project Co-ordinator, Improvement & Development Agency for Local Government, London, UK <p><i>Children & Adults' Services</i></p> <ul style="list-style-type: none">• Co-ordinating communication materials (flyers, brochures etc.).• Event organisation, personal assistant and other administrative duties. |
| September 2005 to April 2006 | Personal Assistant, Brighton and Hove City Council, Brighton and Hove, UK <p><i>Democratic Services</i></p> <ul style="list-style-type: none">• Responding to enquiries from the public and councillors.• Researching information for committee reports. |
| October 2003 to September 2004 | Editorial Assistant, KHL LLP (Construction magazine publisher), Sussex, UK <ul style="list-style-type: none">• Proofreading magazine features. |

Education

NCTJ Diploma in Magazine Journalism: Distinction
City College Brighton and Hove, UK
February to July 2005

BA (Hons) Media and Sociology: 2:1
University of Leeds, UK
September 2000 to June 2003

Continued professional development

- **Copy-editing 2: Headway**, SfEP (now CIEP), April-May 2019
- **Brush up your Grammar**, SfEP (now CIEP), March 2019

Languages

- English – mother tongue
- French – Proficient User (CEFR C1/2)

Experience

Below are links to a selection of documents I have copy-edited. Referees are available upon request.

- **Economic challenges and success in the post-COVID era**
CAGE Research Centre, University of Warwick, 2021
- **Competitiveness in South East Europe: A Policy Outlook**
OECD Publishing, 2021
- **Digital Government in Lebanon: Governance for Coherent and Sustainable Policy Implementation**
OECD Publishing, 2020
- **The changing research landscape and reflections on national research assessment in the future**
RAND, 2019
- **OECD Skills Strategy Flanders: Assessment and Recommendations**
OECD Publishing, 2019
- **Promoting the Digital Transformation of African Portuguese-Speaking Countries and Timor-Leste**
OECD Publishing 2018
- **Higher Education in Norway: Labour Market Relevance and Outcomes**
OECD Publishing 2018
- **Starting Strong 2017: Key OECD Indicators on Early Childhood Education and Care**
OECD Publishing, 2017
- **Supreme Audit Institutions and Good Governance: Oversight, Insight and Foresight**
OECD Publishing, 2016