Marguerite Okonkwo-Halsey

Proofreader

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SUMMARY

Proofreader with 7 years checking trade books, catalogs and marketing copy against Chicago and house style. Reviews about 400 typeset pages a week with a post-publication error rate under 1 per 50 pages, and built the checklist that cut reprint corrections by 40% at a mid-size publisher.

EXPERIENCE

Senior Proofreader — Larkspur Lane Press

Chicago, IL · Feb 2022 – Present

- Proofread first and second pass pages for 45 trade titles a year, averaging 400 pages a week against Chicago Manual of Style and house rules.
- Built a 60-item pass checklist covering widows, running heads and figure callouts, cutting post-print corrections by 40% across 2 seasons.
- Kept an audited error rate under 1 missed error per 50 pages over 3 years of random quality checks.
- Trained 4 freelance proofreaders on house style and PDF markup, cutting their returned queries by half within 3 months.

Proofreader — Brightcove Creative Agency

Evanston, IL · Jun 2019 – Jan 2022

- Checked 120 pieces of marketing copy a month across web pages, emails and print ads for 14 retail and healthcare clients.
- Caught a pricing error in a 250,000-copy print circular before press, avoiding a reprint the client estimated at $38,000.
- Set up a shared style sheet for 6 client brands that reduced copy rounds from 3 to 2 on 70% of jobs.

SKILLS

Style guides: Chicago Manual of Style, AP Stylebook, house style sheets

Tools: Adobe Acrobat markup, InDesign (review), Microsoft Word track changes, PerfectIt

Material: Trade books, catalogs, marketing copy, annual reports

Methods: Proofreading marks, comparison proofing, fact and figure checks

CERTIFICATIONS

Certificate in Editing, University of Chicago Graham School

EDUCATION

B.A. English, Loyola University Chicago, 2019

Fictional example by FindAJobAI: the person, employers and numbers are invented.