

The Happy Proofreader



SARA ANN WOODARD

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WORK HISTORY

Transcript Proofreader & Scopist | March 2020 – Present

I graduated from Transcript Proofreading: Theory & Practice in March 2020. I also have experience transcribing for various jurisdictions. This experience helped prepare me for scoping which I added to my services in February 2021.

Hussmann Rogers Law, Bookkeeper | April 2018 – 2020

My responsibilities included preparing Rule To Show Cause Petitions, preparing statements for clients, auditing the trust account every month, and calling clients who have an outstanding balance.

FamilyTech, Staff Writer | April 2017 – August 2017

I wrote and edited 2 articles a month for FamilyTech. The articles focused on technology that families can use to make their lives more enjoyable and productive.

PROOFREADING RATES

Standard Rate
\$0.60 per page
3-4 days

Rush Rate
\$0.70 per page
1-2 days

Expedite Rate
\$0.85 per page
24 hours

ASAP
\$1.00 per page

PROOF-TO-AUDIO RATES

Standard Rate
\$1.05 per page
3-4 days

Rush Rate
\$1.15 per page
1-2 days

Expedite Rate
\$1.35 per page
24 hours

ACADEMIC HISTORY

International Academy of Design & Technology

2003 – 2006, CHICAGO, IL
Bachelor of Graphic Design

Studied graphic design, color theory, and website design.

Danville Area Community College

2001 – 2003, DANVILLE, IL
Associate in Liberal Arts and Sciences

General studies with a focus on writing and literature.

MY GRAMMAR/PUNCTUATION REFERENCES

Bad Grammar/Good Punctuation
by Margie Wakeman Wells

The Gregg Reference Manual
by William A. Sabin

Merriam-Webster Dictionary

VOLUNTEERING

Distributed Proofreaders
Champaign County Libertarian Party
Danville Area Chapter of AMBUCS