

The Happy Proofreader



SARA ANN WOODARD
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PROOFREADING RATES	PROOF-TO-AUDIO RATES
Standard Rate \$0.60 per page 3-4 days	Standard Rate \$1.05 per page 3-4 days
Rush Rate \$0.70 per page 1-2 days	Rush Rate \$1.15 per page 1-2 days
Expedite Rate \$0.85 per page 24 hours	Expedite Rate \$1.35 per page 24 hours
ASAP \$1.00 per page	

MY GRAMMAR/PUNCTUATION REFERENCES

Bad Grammar/Good Punctuation
by Margie Wakeman Wells

The Gregg Reference Manual
by William A. Sabin
Merriam-Webster Dictionary

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.

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.

VOLUNTEERING

Distributed Proofreaders
Champaign County Libertarian Party
Danville Area Chapter of AMBUCS