

# 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**  
\$0.55 per page  
3-4 days

**Rush Rate**  
\$0.65 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