

# The Happy Proofreader



**SARA ANN WOODARD**

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## PROOFREADING RATES

**Standard Rate**  
\$0.50 per page  
49-72 hours

**Rush Rate**  
\$0.60 per page  
25 - 48 hours

**Expedite Rate**  
\$0.80 per page  
24 hours

**ASAP**  
\$1.00 per page

## SCOPING RATES

**Standard Rate**  
\$1.75 per page  
7 business days

**Rush Rate**  
\$2.00 per page  
5 business days

**Expedite Rate**  
\$2.50 per page  
3 business days

I scope in CaseCAT.

## 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.

### The HeartFull Journey, Writer | October 2016 – Present

I write and edit The HeartFull Journey Blog and create eCourses, gifts, and other tools that help moms rebuild their confidence and manage their emotions during the stressful time of separation and divorce.

### 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