

## Jessica Westhead

Editor & Writer

jessica@jessicawesthead.com

Freelance editor and writer specializing in educational textbooks, corporate communications, and fiction

### Selected Clients

**Pearson Education Canada** (School Division—Language Arts, Social Studies, and Science), Toronto  
August 2004–present

- Production editing, copy editing, proofreading, photo researching, and writing for educational textbooks

**Emond Montgomery, Toronto**

November 2008–present

- Production editing, copy editing, proofreading, and photo researching for educational textbooks

**George Brown College, Toronto**

January 2009–present

- Transcribing real-time lectures for deaf and hard-of-hearing students, and editing resulting notes

**HarperCollins Canada Ltd, Toronto**

March 2009–present

- Proofreading fiction manuscripts

**Oxford University Press, Canada, Toronto**

December 2008–present

- Proofreading educational textbooks

**Elsevier Canada, Toronto**

September 2008–May 2009

- Copy editing questions for nursing textbooks and cross-checking internal textbook references
- Proofreading manuals, including a career-coaching handbook for health professionals

**Fiera Sceptre, Toronto**

April 2000–present

- Entering and proofreading text and numerical data for quarterly investment-client reports

**NOW Magazine, Toronto**

2000–2006

- Copy edited issues of *NOW Magazine*

**Second Story Press, Toronto**

August 2006, April 2006, March 2006, July 2005, February 2005

- Copy edited fiction and non-fiction manuscripts

**Parkdale Liberty, Toronto**

March 2004, September 2004, July/August 2005

- Proofread issues of *Parkdale Liberty*, a community newspaper

### **Selected Clients** *cont.*

#### **Harcourt Canada Limited, Toronto**

November 2003–July 2004

- Copy edited and proofread educational textbooks (English and Math) for Grades 4 to 6

#### **Sunnybrook Centre for Independent Living (SCIL), Toronto**

June 2001–October 2003

- Designed and edited SCIL promotional brochure
- Transcribed clinic notes, wrote and edited department policies

#### **Colborne Communications, Toronto**

April 2000–April 2001

- Copy edited, proofread, researched, and wrote text for numerous publications

### **Skills & Accomplishments**

- Wrote *Pulpy & Midge* (novel, literary fiction)—published by Coach House Books in Fall 2007
- Program Chair (2000–2002), Vice-Chair (1999–2000), The Editors' Association of Canada, Toronto branch
- Member of the Writers' Union of Canada
- Copy edited and critiqued novel-length manuscripts for published authors Ryan Bigge, Jeff Chapman, Brad Jones, Jim Munroe, Nathaniel G. Moore, Emily Pohl-Weary, and Marsha Skrypuch
- Proficient in Microsoft Office Suite and Adobe Acrobat
- Skilled at creating style sheets
- Fast and accurate transcription skills, including real-time transcription (typing speed: 80 WPM)
- Excellent verbal and written communication skills

### **Education**

**The Banff Centre Wired Writing Studio (Fiction),** Banff, 2005–2006

**Ryerson University,** Toronto, 2003–2004; Works in Progress: The Novel

**Editors' Association of Canada Seminars,** Toronto, 2000–2001, including Copy Editing I and II, Proofreading, Substantive Editing, Eight-Step Editing, and Editing Fiction

**Trent University,** Peterborough, 1993–1997; B.A. (Hons), English