

ERICA VALENT

EDITOR

PERSONAL PROFILE

I am an editor with over 2 years' experience in copyediting and proofreading. I have a flexible and positive approach to employment and am willing to train to suit my next working environment.

SKILLS & ABILITIES

- Editing
- Proofreading
- Creative writing
- Photoshop [Advanced]
- InDesign [Intermediate]
- HTML [Elementary]
- Teamwork
- Creativity
- Attention to detail

LANGUAGES

- Spanish [Native]
- English [Advanced]
- Italian [Elementary]

CONTACT INFORMATION

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EMPLOYMENT HISTORY

Editorial Process Analyst

Thomson Reuters - La Ley (2017 - 2019)

- Manuscript editing and proofreading
- Coordinating the editorial process of certain projects
- Revising book cover designs
- Preparing and optimizing archives for digital publishing

Tutor

Freelance (2011 - 2017)

- English and Spanish tutoring classes

Administrative assistant

Accounting office (2011 - 2017)

- Typing, editing and proofreading documents
- Answering the phone
- Managing documents and files
- Assisting in daily operations

Intern

University publishing house (2015)

- Preparing and optimizing archives for digital publishing in PDF and EPUB format

EDUCATIONAL HISTORY

Gobierno de la Ciudad de Buenos Aires

Codo a Codo programming course, national certificate in Programming Techniques, 2020

Universidad de Buenos Aires

Editor degree, 2019

Colegio Cardenal Copello

High School diploma, 2009

INTERESTS AND HOBBIES

I enjoy reading, writing and creating resources for Photoshop designers. I am currently learning about coding and programming.