

# RACHEL PADDEN

Proofreader

## DETAILS

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### ADDRESS

Bingley, West Yorkshire, UK

### PHONE

07410450635

### EMAIL

rachel.padden@gmail.com

### DATE OF BIRTH

17/07/1981

### DRIVING LICENCE

Full Clean UK Driving Licence

### NATIONALITY

British/Irish

## PROFILE

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I am a qualified and experienced proofreader, specialising in medical texts (including academic work). I have worked in the NHS in both administrative and clinical roles, and I have an excellent understanding of medical terminology. In one role I was solely responsible for writing various papers including grant applications and a journal article.

I am looking to take on short-term contract work, primarily standalone texts including:

- Articles
- Books
- Case Studies
- Press Releases
- Research Documentation
- Research Papers
- Speeches
- Website Content

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## EMPLOYMENT HISTORY

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Proofreader, Various Clients (via Job Websites and Personal Advertising)

Jan 2018 — Present

- Perfectionist: I pride myself on the precision of my proofreading, identifying both spelling and grammatical errors as well as more subjective criteria such as inconsistency of tone.
- Reliable: I am always realistic about providing deliverables and make sure that the work is completed in good time for the deadline.
- Hard-Working: due to the unpredictable nature of my other work, occasionally something will crop up that interferes with my planned work schedule. I am happy to work very unsociable hours in order to ensure I do not let down any clients.

## Actress, Various Clients (via Face Agency)

Jan 2018 — Present

- Flexible: I am used to being offered contracts at short notice and I pride myself on being completely reliable once I have been confirmed for a job.
- Punctual: I always arrive in good time regardless of how early the start is and how far I have travelled.
- Versatile: I am always ready and willing to make any changes that are asked of me, even when this means discarding the work I have prepared in advance and creating new material at short notice.

## Trainee Cardiac Physiologist, Airedale NHS Foundation Trust

Sep 2011 — Aug 2014

- Compassionate: I worked with patients of all ages, many with complex physical and mental health needs, and I pride myself on treating every patient as I would want to be treated myself: with dignity and respect, regardless of the circumstances.
- Understanding: many of the patients I worked with were extremely anxious and I pride myself on taking the time to understand the needs of the patient feel reassured in order to carry out the procedure in a professional and timely manner.
- Responsible: I always adhere to best practices when dealing with patients (infection control, data protection, etc).

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## EDUCATION

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### Proofreading Techniques, Course Line

Apr 2023 — May 2023

### Proofreading and Copyediting, Course Line

Mar 2022 — Apr 2022

### Level 3 Phlebotomy Skills, Phlebotomy Training Services

Jul 2023 — Oct 2023

### DipHE in Clinical Physiology (Cardiology), University of Leeds

Sep 2011 — Aug 2014

### CertHE in Medical Sciences, University of Leeds

Sep 2003 — Oct 2005