

# Chelle Olson



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**“Just sit at the keyboard and let your imagination bleed. I’ll help clean up afterward.”**

## Summary

I am a certified freelance editor, proofreader, beta reader, and series compendium researcher and creator. I worked in Information Technology doing Software Quality Assurance, Business Analysis, and Technical Writing for eighteen years before becoming an editor full-time. During that time, I did editing and proofreading on the side while I ran my book blog, *Literal Addiction*. When I realized where my passions lay, the attention to detail needed for my previous jobs in IT and my adoration of the written word made my transition seamless and successful. My referral rate is exemplary, and my testimonials speak for themselves.

## Objective

To acquire a freelance line and copy editor and/or proofreader position with a superior company or client(s) that allows me to use the skills I have obtained in preceding work experience, as well as grow personally and professionally.

## Experience

### The Blue Box Press

Current

As Executive Editor, I do hybrid content and copy editing for their vast library of authors as well as proofreading. I also manage the editorial team members for large projects, write back cover and ad copy, assist with project management, and do some quality assurance work.

### Literally Addicted to Detail: owner, editor, proofreader, researcher

Current

- As a copy editor and proofreader, I have worked with more than 82 return clients since I started the company. I have done edits and proofs on works of fiction and non-fiction in the forms of novels, novellas, serials, short stories, and entire series in various genres. I also create back cover and ad copy for several of my clients
- As a series compendium researcher and creator, I have worked on over 20 projects, from series with only one book, to series with more than 15

### St. Martin’s Press: copy editor, proofreader

Current

- As a freelance copy editor and proofreader for St. Martin’s Press, I have done edits on paranormal, contemporary, historical, and military romance manuscripts.

## Education

Normandale Community College

1995 - 1997

Associate Degree

UC San Diego Extension

2012-2013

Copyediting Certificate

Mediabistro

2012

Copy Editing Certificate Program



## Skills

- Strong communication skills
- Superior editing and proofreading skills – well above average rate of accuracy on first pass
- Excellent use of grammar and punctuation
- Detail-oriented and resourceful
- Adept at information retention
- Skilled at editing for appropriate tone
- Easily adaptable to author’s voice
- Proficient at providing direction, feedback, and constructive criticism
- Organized and driven – able to multi-task and adhere to deadline
- Technologically savvy and able to pick up new software and skills quickly

## Recognitions and More

- Author testimonials can be found on [Webpage](#)

## References

\* Available upon request, along with Client List and Body of Work