

NIMNA PERERA

COPY EDITOR

Creative, detail-oriented copy editor with over 5+ years of experience across industries and a proven record of client satisfaction, content accuracy excellence, and swift project turnaround, working with writers to deliver cohesive, coherent, impactful, and authentic content to their target audience.

CONTACTS

+1 831 428 5184

nimna2016@gmail.com

215 Tinker's Trail,
Boulder Creek, CA 95006

SKILLS

- Developmental Editing
- Line Editing
- Proofreading
- APA, MLA, AP, Chicago styling
- Adobe InDesign
- Digital Content and SEO
- Research and Fact-checking skills
- Exceptional written and verbal communication skills
- Critical thinking and analysis
- Interpersonal skills
- Attention to detail
- Time management
- Collaboration
- Organization
- Self-motivation

CERTIFICATIONS

- ACES Advanced Certificate in Editing
- LinkedIn: CMS for Web Design

PROFESSIONAL EXPERIENCE

Copy Editor (Freelance)

Thumbtack | 2019 - Present

- Provide developmental editing, copy editing, post-editing, and proofreading services for novice and experienced writers.
- Enhance the content of creative, academic, and professional material, including fiction, non-fiction, poetry manuscripts, master's and doctoral dissertations, research papers, and college essays.
- Collaborate with writers to understand project goals and target readership.
- Restructure content to ensure coherence, cohesion, and consistency.
- Conduct comprehensive fact-checking for academic content to validate references and avoid plagiarism.
- Formatting documents adhering to APA, AP, and MLA guidelines and other submission standards.
- Proofreading materials for grammar, punctuation, and spelling accuracy to deliver a publication-ready copy.
- Guaranteed on-time project turnaround with high quality and client satisfaction.
- Maintaining high retention of a trusted returning client base across industries over the years through strong communication skills and professionalism.

Content Editor

Rescue My Writing | 2017 - 2018

- Edited and proofread blog posts, research papers, white papers, business proposals, and technical documents in diverse fields (Software Engineering, Engineering, Medical, etc.).
- Updated, created, and proofread company website content.
- Conducted research and prepared reports on various topics related to company operations and industry trends.
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence.
- Joined as a trainee writer and was promoted to the position of Editor within a short span of time.
- Successfully met all deadlines for assigned projects.
- Gained excessive experience in working under pressure and maintaining client satisfaction while producing high-quality work.

EDUCATION

St. Cloud State University, St. Cloud, MN
Master's in Teaching English as a
Second Language
2016 – 2018

University of Sri Jayewardenepura, Sri Lanka
Bachelor's in English Language
and Literature
2011 – 2015

REFERENCES

Dr. Michael Schwartz

Director
Intensive English Center
St. Cloud State University, MN
mwschwartz@stcloudstate.edu

Dr. Ashely Goodwin Lowe

Trusted DEIB Advisor &
Innovation Executive
Goodwinashley85@gmail.com

Dean Theophilos

Mental Health Therapist
PhD Candidate
Pacifica Graduate Institute
theophilosdean@yahoo.com

Graduate Teaching Assistant

Intensive English Center, St. Cloud State University | 2016 – 2018

- Instructed prospective international undergraduate/graduate students to develop English language skills.
- Created Syllabi and other necessary documents.
- Conducted calibration sessions for new teachers.
- Conducted research to improve the quality of teaching and to track the progress of the English Program.
- Updated teaching methods/writing strategies based on current research.
- Communicated and collaborated with the administrative staff, teaching staff, and students daily for various purposes.
- Trained teachers to grade examinations and college papers using rubrics.
- Organized and led cultural and educational events for international students.

English Lecturer

Golden College, Kandy, Sri Lanka | 2016 Jan - 2016 July

- Trained students to communicate effectively in professional/business domains.
- Evaluated the existing course materials of the English Department
- Developing new course materials to fulfill department needs.
- Conducted classes and prepared students for TOEFL/IELTS tests.
- Acted as the assistant lecturer of the Teacher-training program
- Led motivational programs for high school students on behalf of the institution
- Wrote, edited, and proofread official letters, reports, notices, and student certificates.

Manuscript Editor & Project Coordinator

E&M Production House, Colombo, Sri Lanka | 2014 – 2015

- Coordinated and supervised all company projects.
- Responded to all client questions while coordinating with relevant teams.
- Updated and maintained all social media sites for the company.
- Supervised and coordinated the work of a team of 8 visual effects (VFX) artists.
- Prepared official documentation: official letters, the director's biography and filmography, advertisements, social media announcements, applications for international film festivals, etc.
- Organized all company documents and manuscripts for the ease of future reference.
- Translated screenplays and other necessary official documents into English.
- Communicated with international clients, attended to their questions, and brought issues to the director's attention.
- Proofread and edited screenplays, manuscripts, and end-credits of films.
- Attended meetings with directors, artists, and other creative contributors.