

# Erin Lea Grime

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## Professional Summary

With five years of proofreading experience, I have shown that I am a detail-oriented, reliable, and organised professional with experience adapting to new environments. I am passionate about storytelling, enthusiastic to learn, and confident in my creativity, all of which I established in my college and university courses as well as on personal media projects.

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## Work Experience

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### Inspection Quality Proofreader, Ofsted

2024 – Present

- Proofreading to provide clear communications
- Maintaining standards in the quality of publications

### Proofreader, TP Transcription

2019 - 2024

- Liaising with colleagues and clients to provide remote admin and research work
- Proofreading to maintain professional, correct copy of transcribed audio files and subtitles

### Volunteer, Manchester Pride

2017 - 2024

- Supporting organisers with running of events
- Fundraising for Pride charity, welcoming visitors, and managing the parade with the Pride volunteer team

### Teaching Assistant, Lillington Nursery and Primary School

2019 - 2020

- Liaising with teaching staff to ensure smooth-running of daily activities
- Supporting lesson preparation and planning. For ages 7-12, providing support and teaching for in individual and group settings

### Front of House Assistant, ATG theatres

2018 – 2019

- Ensuring a high quality of customer service, both inhouse and at the bars and kiosks

### Guest Service Assistant, Chill Factore

2017 - 2020

- Call centre and guest services position working on the reception desk and the phones. Dealing with bookings, issues, and enquiries

### Volunteer Shop Assistant, Oxfam Bookshop

2016 - 2018

- Working till and greeting customers

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## Key Skills

- Attention to detail
- Proactive problem-solving
- Strong time management
- Self-motivated
- Relationship building and strong communication
- Creative

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## Education

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### **BA (honours), Arts and Humanities Grade 2:1**

The Open University, 09/2020 – 06/2023

### **BTEC, Film and TV Production**

Trafford College, Distinction, 09/2016 - 09/2018

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## Interests

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In my free time, I work with my local musical theatre group to support in productions for both adults and young people. With a need to be creative, I am frequently taking up new hobbies and learning new ways to use my creativity. I have consistently been invested in progressing my writing, attending writing groups and reading film and television scripts.

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## References

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Available upon request