



LIA M. COPPEDGE

Perfect Page Editorial, LLC

www.perfectpage.net

lia@perfectpage.net

PROFILE

Proofreader and **copyeditor** skilled in the structure and content of the English language, including the meaning and **spelling** of words, rules of **composition**, and **grammar**, with experience in **verbatim transcripts** and a background in the **education, writing, accounting, banking** and **construction** industries.

EXPERIENCE HIGHLIGHTS

LITERARY

- Experience in proofreading over 3000 pages of **transcripts** of all types, including **depositions, EUOs, hearings, and interpreted proceedings**. These include testimony in many subjects, such as construction, workers' compensation, insurance claims, and medical and technical expert witnesses.
- Considerable background in teaching **grammar, spelling, and composition** to students in elementary through high school, including **proofreading, editing, and content advisement**.

PLANNING AND ORGANIZATIONAL

- Logical and highly organized. Excel in **prioritizing and completing** tasks and meeting goals and **deadlines** without compromising **quality**. Extensive **project management, budget management, scheduling, and procurement experience**.
- Knowledge of principles and methods for **curriculum and training design, lesson planning, instruction** and demonstration for individuals and groups, and the measurement of training effects. Exceptional skills in **tailoring instructional style** to individual student needs and **managing students** from elementary through high school grades. Maintain and update progress files, and ensure adherence to all relevant state standards for curriculum development.
- Experienced in **managing and coordinating multiple agendas, projects, and priorities**, both long-term and immediate, at local, national, and international levels.

ACCOUNTING

- Extensive experience in monthly, quarterly, and yearly **financial statement preparation; payroll and payroll tax** preparation; **bookkeeping**; management of **accounts receivable and payable**; coordinating **billing** and expense information with international locations; maintenance and reporting of vault and ATM cash balances; detailed weekly and monthly sales data reporting; and consignment account management.

CLIENT/CUSTOMER SERVICE

- Excellent **negotiation** and **customer interface** skills. Direct liaison to senior management, external clients, vendors, and consultants regarding project status, billing, and account maintenance.

SKILLS AND AREAS OF EXPERTISE

iAnnotate	Quickbooks	Critical thinking
Pages for Mac	Quicken	Time management
Numbers for Mac	MS Excel	Reliability
Google Docs	MS Word	Punctuality
Research	MS Powerpoint	Good communication
Complex problem solving	MS Outlook	Teamwork

EDUCATION

BACHELOR OF ACCOUNTANCY, New Mexico State University, December 2000

TRANSCRIPT PROOFREADING: THEORY AND PRACTICE, Certificate of Completion, June 2018

EMPLOYMENT HISTORY

CURRICULUM DESIGNER AND TEACHER, Mountain View Home Academy, Las Cruces, NM

BOOKKEEPER, Gregory A. Ogburn, P.C., Los Alamos, NM

EXECUTIVE ASSISTANT, International Business Connection, Las Cruces, NM

BOOKKEEPER, Nyle G. Taylor, CPA, Pocatello, ID

SECRETARY/RECEPTIONIST, Professional Business Systems, Pocatello, ID

LEAD TELLER, Westmark Federal Credit Union, Pocatello, ID

FINANCIAL ANALYST, Better Drugs Southwest, Inc., Las Cruces, NM

SECRETARY/RECEPTIONIST, Coppedge Construction, Inc., Las Cruces, NM