

# SIRI METICULOUS EDITING

WRITING & EDITING SERVICES

PROFESSIONAL PORTFOLIO



# ABOUT

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My passion for reading and writing has always been hiding in plain sight, but it was only recently that I allowed myself to believe it should be put to good use to help others grow and succeed in fulfilling their dreams. And here I am, nearly five years since I embarked on this rewarding journey, happy, successful, and proud.

True, I did "abandon" pursuing my Journalism degree to explore a more adventurous path in life, but that did not stop me from learning continuously, being persistent, and striving for excellence.

This portfolio will provide You with a glimpse of the hard work and, hopefully, illustrate the dedication and effort I put into everything I do.

Irena

# WORK IN NUMBERS

250+ Happy Clients

Over 45 Website Content Creations

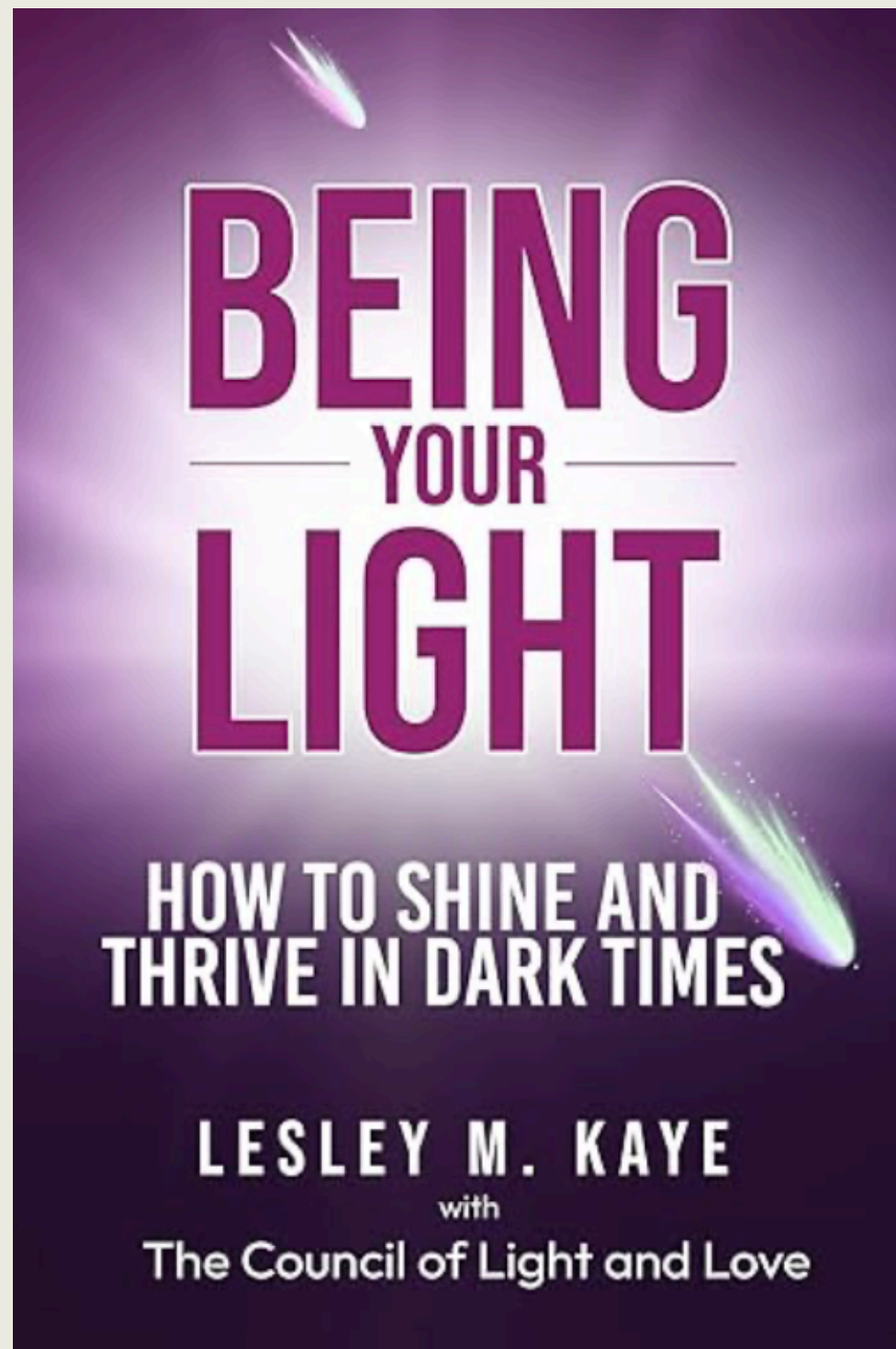
More Than 400 Blogs & Articles  
Written

Around 15+ Brand  
Collaborations

2000+ Documents Edited and Proofread

9 International Book  
Publications

# Being Your Light



This uplifting work offers readers encouragement, insight and practical spiritual guidance for personal growth. Written as a compassionate and accessible self-help guide, it draws on deep spiritual understanding to explore how thoughts, feelings, and emotions shape our living experience – and how greater awareness can empower readers to consciously transform their realities.

Project Duration: 2 months

Client/Author: Lesley M. Kaye

Publication Date: December 2025

[Amazon Link](#)



## PROJECT OVERVIEW

### Proofreading

- Conducted a comprehensive review of the manuscript, focussing on grammar, punctuation, and spelling errors, to provide a spotless final draft.

### Content Editing

- Carefully refined channeled messages to improve clarity, flow, and readability while fully preserving the energetic integrity and spiritual authenticity. Revisions were intentionally light-touch, supporting coherence without altering meaning or intent.

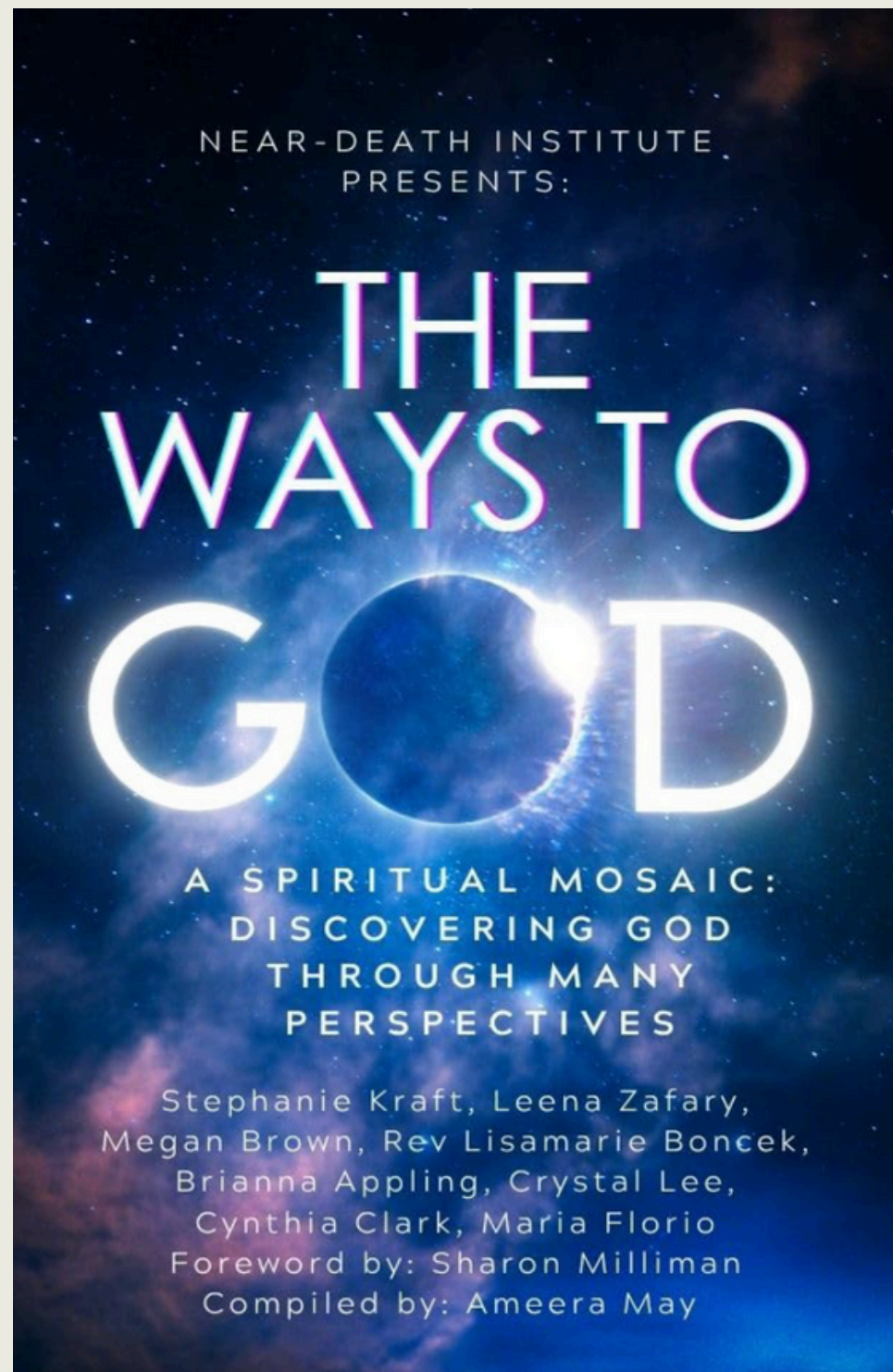
### Structural Organization

- Collaborated closely with the author on chapter placement, titles, and section flow. Suggested expanding Part III with her personal insights to create a reader-focused spiritual guide.

### Outcome

The book was delivered as a polished, coherent, and spiritually authentic manuscript, receiving an outstanding response from readers and consistently ranking high on Amazon in Consciousness and Thought category.

# The Ways To God



This book is a heart-opening anthology that invites you into the deeply personal and universal quest for the Divine. Through intimate and powerful narratives, individuals from diverse spiritual and religious backgrounds share how they encountered God – not through dogma or doctrine, but through lived experience, surrender, and love.

Project Duration: 3 months

Client/Author: NDI Institute, Group of authors

Publication Date: July 2025

[Amazon Link](#)



## PROJECT OVERVIEW

### Proofreading

- A thorough review of each chapter, with an emphasis on grammar correction, punctuation, and spelling errors, to provide an impeccable final product.

### Content Editing

- Enhanced the flow and clarity of each personal narrative while making sure the unique voice and spiritual perspective of each contributor is preserved. Provided thoughtful revisions to elevate both depth and readability to readers.

### Structural Organization

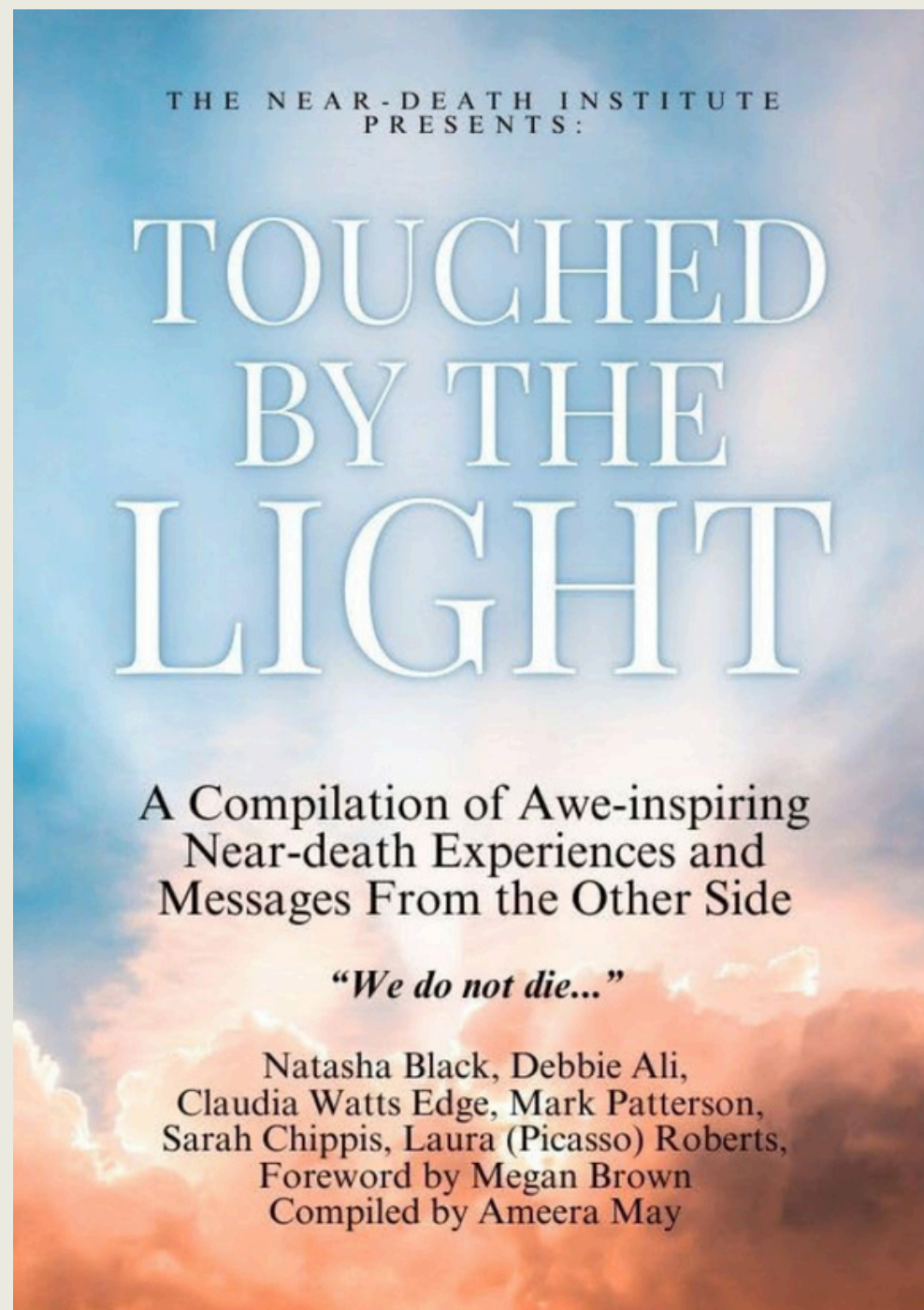
- Curated the order of stories in a balanced and engaging progression.

### Outcome

This project demonstrates the precision and editorial expertise applied throughout the editing process. It is a reflection of the technical precision and deep sensitivity required for such a remarkable collection. The book's reception has been outstanding, with readers awarding it a 5-star review on Amazon and praising it as both heart-opening and affirming.

# NDI Institute

## Touched By The Light



In “Touched By The Light,” an inspiring group of authors share deeply personal accounts of near-death experiences to illuminate the profound wisdom, unconditional love, and transformative messages received during their journeys beyond the physical real. This book is a guide toward a deeper understanding of life’s greatest mysteries and the underlying power of love.

Project Duration: 2 months

Client/Author: NDI Institute, Group of authors

Publication Date: January 2025

[Amazon Link](#)



## PROJECT OVERVIEW

### Proofreading

- Carefully examined each chapter, correcting grammatical, punctuation and spelling errors to ensure a flawlessly polished final product.

### Content Editing

- Refined the clarity, coherence, and emotional depth of each account, ensuring that the author's voices remained authentic while enhancing the impact of their extraordinary experiences. Offered insightful revisions that deepened reader's engagement.

### Structural Organization

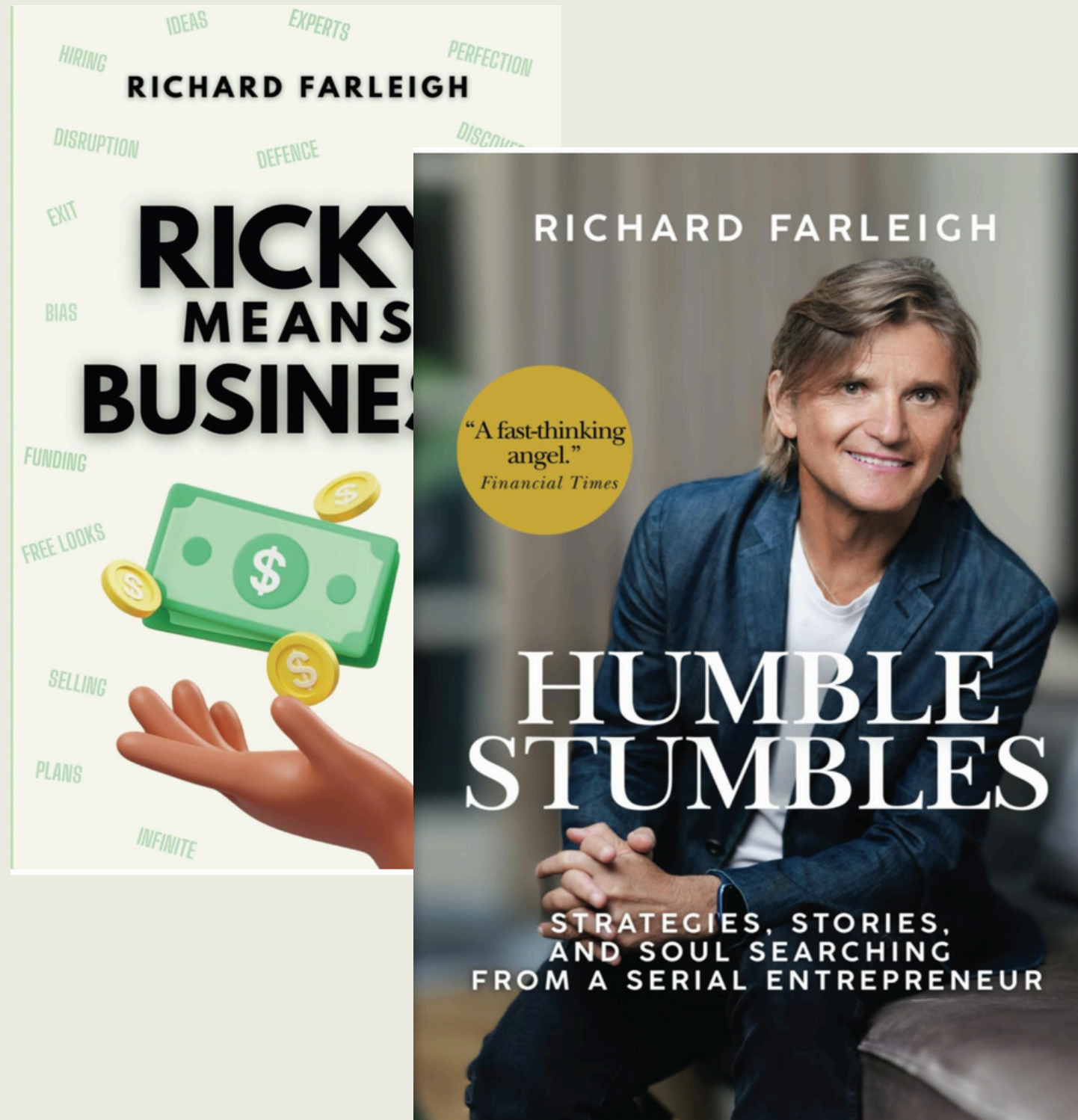
- Arranged the narratives in a compelling sequence that fostered a natural flow.

### Outcome

This project highlights the meticulous attention to detail and expertise applied throughout the editing process. The result of this collaboration is a compelling and polished work that has been met with outstanding reviews from readers and critics alike, solidifying its place as a powerful and transformative guide to the mysteries beyond the physical realm.

# Richard Farleigh

## Humble Stumbles & Ricky Means Business



Written by a private investor and television personality, “Humble Stumbles” and “Ricky Means Business” are inspirational and witty stories that combine professional business analysis with personal growth. We had the privilege of working on these projects to offer readers a candid glimpse into the highs and lows that have defined Richard’s extraordinary journey.

Project Duration: 3,5 months

Client/Author: Richard Farleigh, UK

Publication Date: December 2024

[Humble Stumbles on Amazon](#)

[Ricky Means Business on Amazon](#)



# PROJECT OVERVIEW

## Proofreading

- Reviewed the manuscripts to ensure clarity, accuracy, and consistency. From grammar to punctuation, every detail was refined to deliver polished final drafts for each book.

## Content Editing

- Provided thoughtful edits to enhance the narrative's flow and engagement. By refining the tone and language, we ensured that Richard's voice remained authentic while organizing the structure to resonate better with the audience.

## Structural Organization

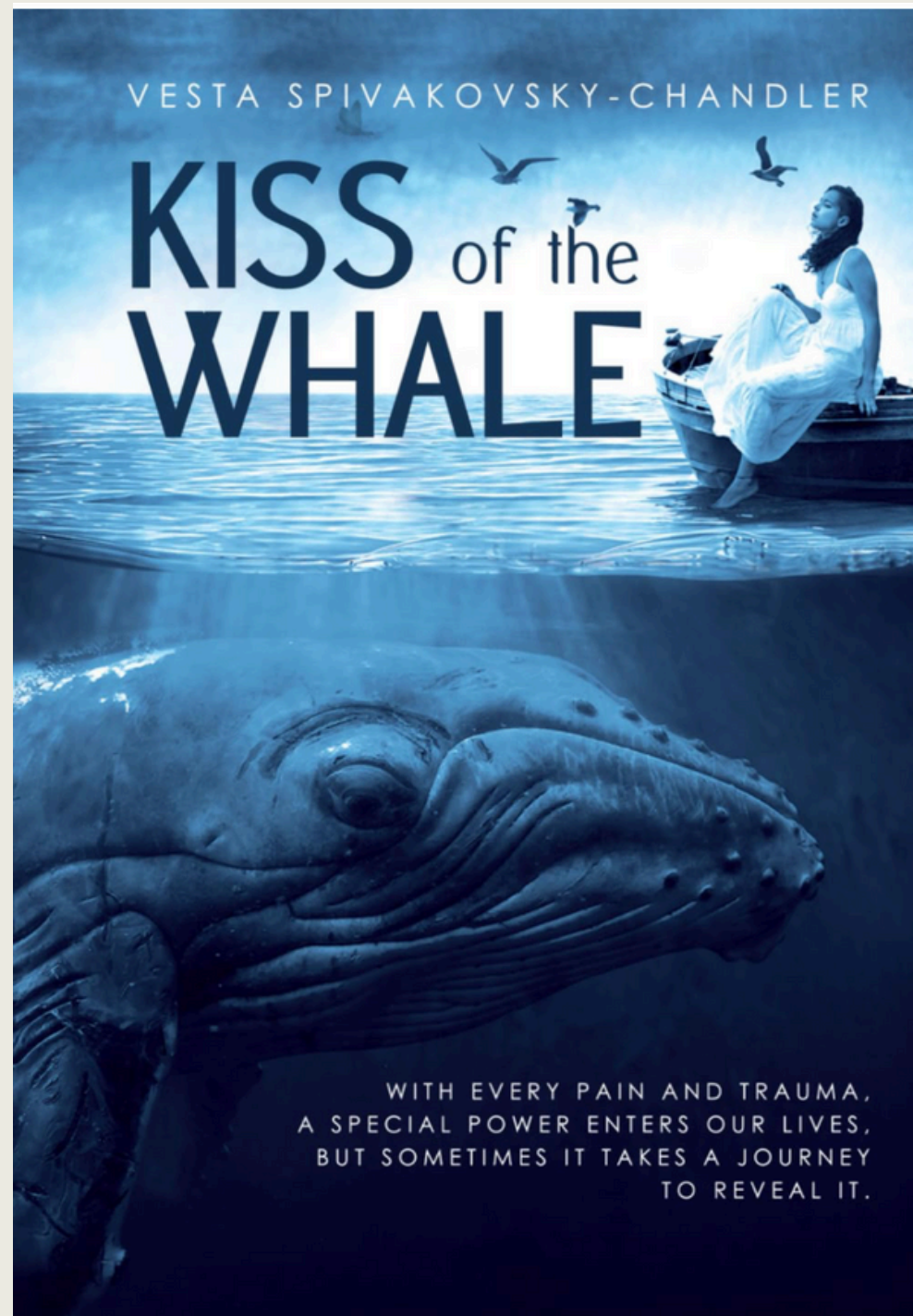
- Organized the stories and sections to create a seamless journey for the reader. This included streamlining the timeline of events and ensuring the themes were effectively presented.

## Outcome

The result of our collaboration are two compelling books that expertly combine professional business wisdom with personal anecdotes. “Humble Stumbles” and “Ricky Means Business,” though intended to different audiences, are insightful and thought-provoking books that offer unique perspectives on the world of business while highlighting resilience and determination.

# Vesta Spivakovsky-Chandler

## Kiss Of The Whale



Vesta is a trauma-inspired therapist and spiritual counselor with a scientific background in holistic healing who has decided to write “Kiss of the Whale: A Transformative Journey of Self-Healing” as a testament to the power of resilience and spirituality in navigating life’s challenges. In her book, Vesta touches on modern world issues, offering a unique perspective on solutions rooted in healing, connection, and mindfulness.

Project Duration: 6 months

Client: Vesta Spivakovsky Chandler, USA

Publication Date: September 2024

[Kiss of The Whale on Amazon](#)



# PROJECT OVERVIEW

## Proofreading

- Reviewed the translated manuscript to ensure linguistic accuracy, grammar consistency, and readability. Special attention was given to maintaining the essence and tone of the text, considering the original manuscript was written in Russian.

## Content Editing

- Enhanced the narrative flow and emotional resonance while preserving Vesta's authentic voice and making her ideas accessible to a global audience.

## Structural Organization

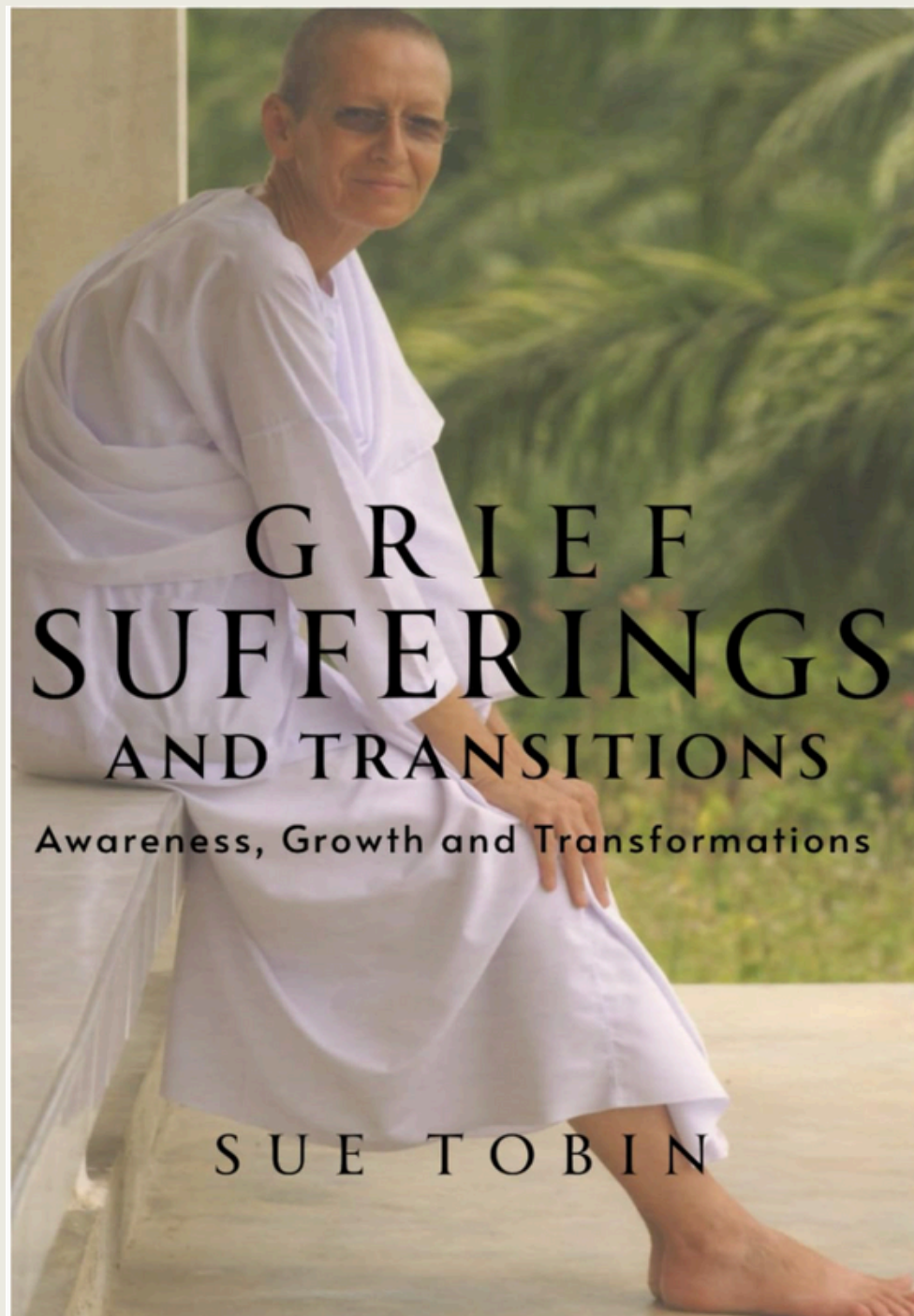
- Chapters were carefully arranged to highlight Vesta's transformative journey, blending her personal experiences with professional insights in a compelling and logical progression.

## Outcome

“Kiss of the Whale: A Transformative Journey of Self-Healing” now stands as a powerful testament to resilience, spirituality, and global connection. Despite the challenges of translation, Vesta's message of healing and mindfulness remains as impactful in English as it was originally intended in her mother tongue.

# Sue Tobin

## Grief, Sufferings and Transitions



In this deeply moving memoir, Sue Tobin takes readers on a profound journey through grief, trauma, and transformation, ultimately leading to acceptance and inner peace. From witnessing her mother's undiagnosed psychotic episodes as a young child to her life-altering experiences caring for the forgotten and suffering in the Himalayas and the jungles of Thailand, Sue's story is one of immense courage and compassion.

Project Duration: 1 month

Client: Sue Tobin, UK

Publication Date: September 2024

[Grief, Sufferings and Transitions on Amazon](#)

# PROJECT OVERVIEW

## Proofreading

- Carefully reviewed the manuscript to ensure it was free of grammatical, punctuation, and typographical errors. Special care was taken to maintain the integrity of Sue's deeply emotional narrative while enhancing clarity and readability.

## Content Editing

- Provided thoughtful edits to preserve Sue's authentic voice, ensuring her raw emotions and reflections on grief, trauma, and transformation were communicated powerfully and sensitively.

## Structural Organization

- The manuscript's structure was refined to create a seamless flow of events and emotions. Chapters were thoughtfully arranged to highlight Sue's transformative experiences, balancing her early struggles with her inspiring acts of compassion and courage in later years.

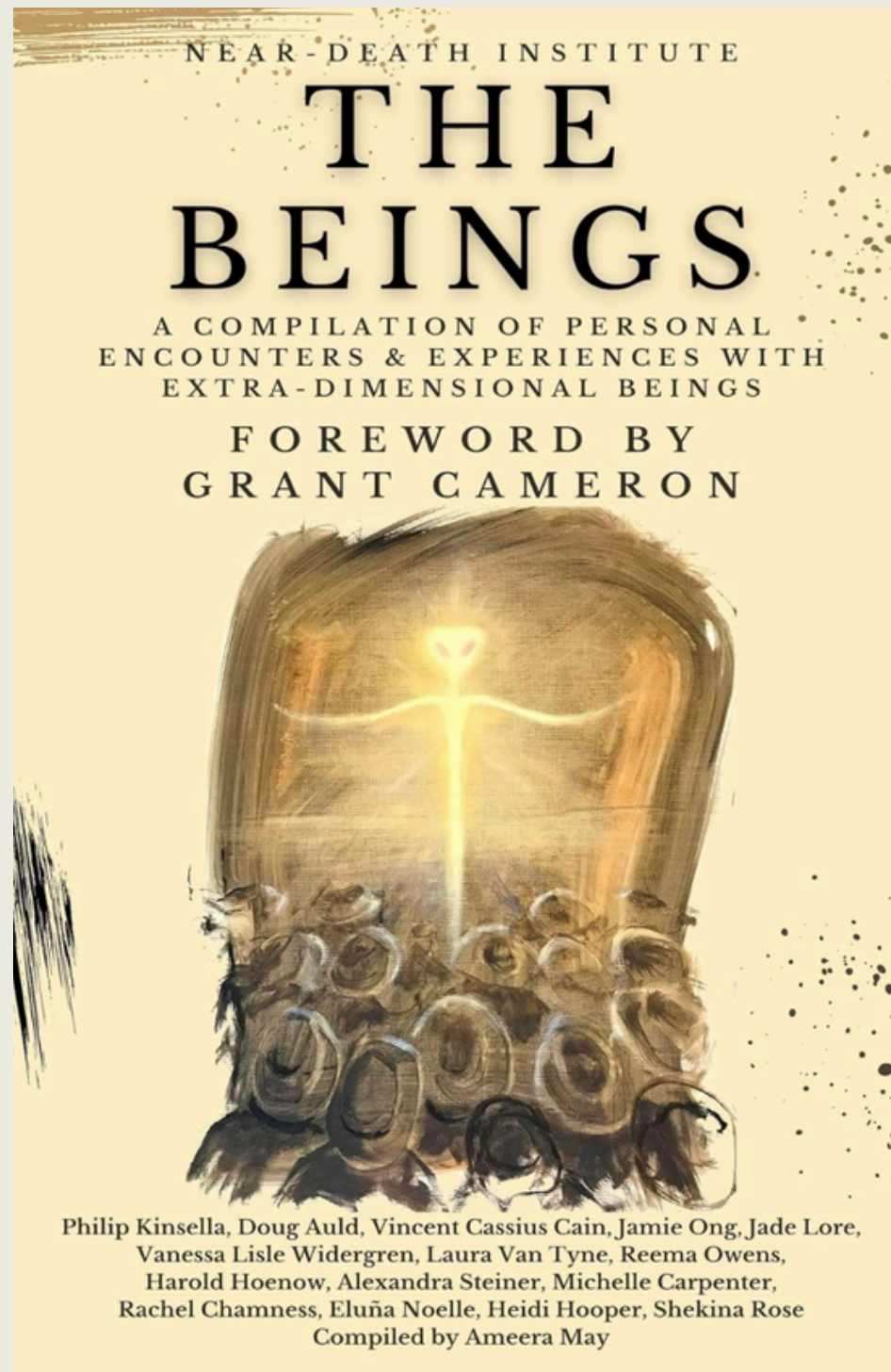
## Outcome

The final manuscript is a heartfelt memoir that honors Sue's remarkable life journey and now shines with clarity, inviting readers to connect deeply with her experiences. This emotional project was a privilege to work on, showcasing the strength and wisdom of a 67-year-old woman who has faced life's most profound challenges and always emerged with acceptance and inner peace.



# NDI Institute

## The Beings



It was a great privilege to be a part of an incredible project that goes beyond known realms of existence. The book "The Beings" is a fascinating compilation of 15 authors and their stories that defy conventional understanding. Through heartfelt accounts and candid reflections, the co-authors of this book promise to ignite your imagination and expand your understanding of what lies beyond the veil.

Project Duration: 4 months

Client: NDI Institute, South Africa

Publication Date: August 2024

[The Beings on Amazon](#)

## PROJECT OVERVIEW

### Proofreading

- Detailed revisions of each chapter and rectifying grammatical, punctuation, and spelling discrepancies to ensure an impeccably polished final product.

### Content Editing

- Enhancement of the overall narrative's flow and coherence without affecting the authenticity of each story. Implemented thoughtful and appropriate suggestions and rewrites to ensure better readers' connection with the encounters and experiences.

### Structural Organization

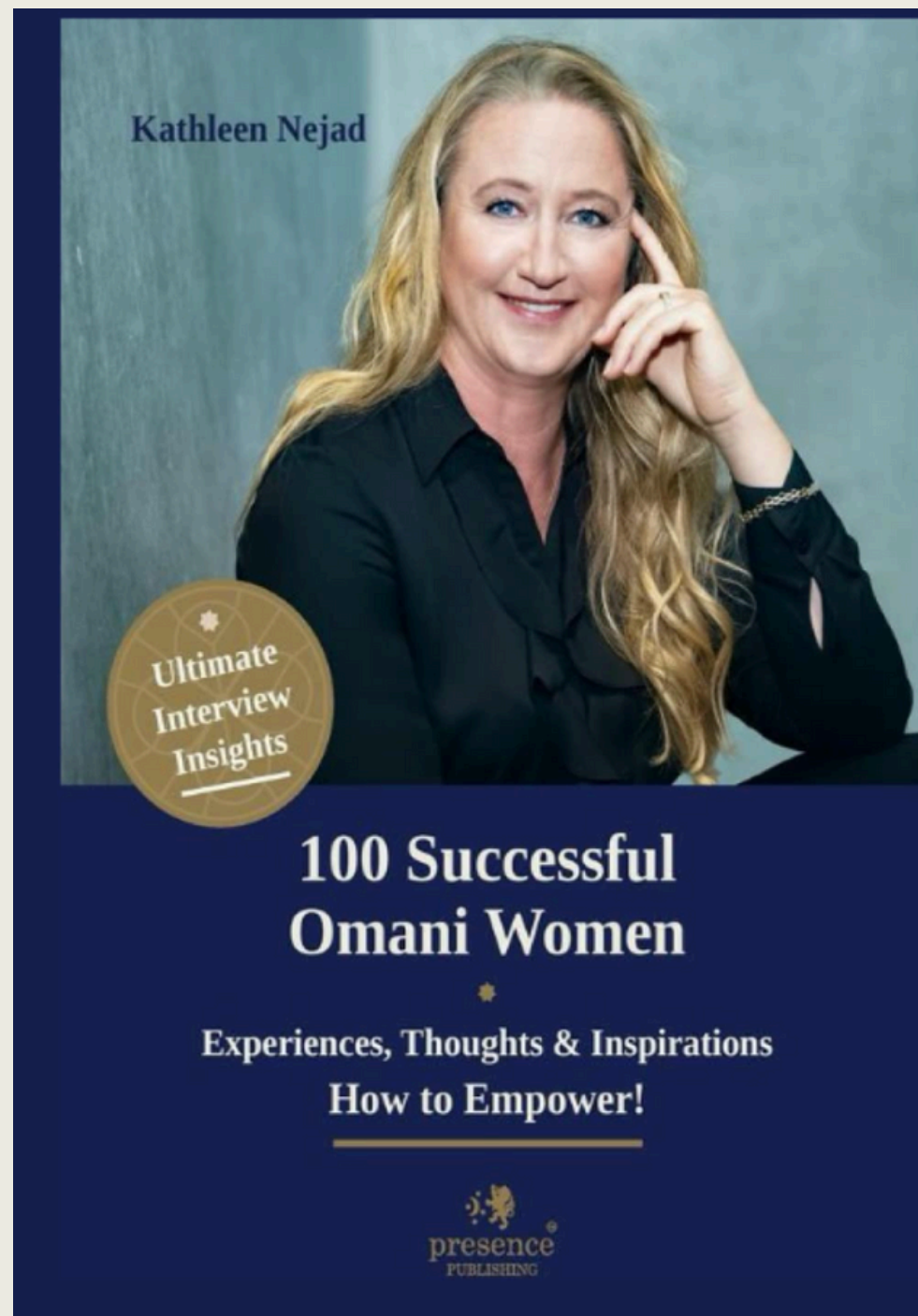
- Organized the 15 chapters in a logical sequence to ensure a sequential flow and development of the narrative, ensuring a seamless and captivating reading experience.

### Outcome

Along with the incredibly courageous authors and the expert guidance of Ameera May from NDI, we are proud to have successfully completed what seems to be both a groundbreaking and captivating project. Editing this book felt truly special and has only honed the skills required to deliver a manuscript that captivates and leaves a lasting impact on readers.

# Kathleen Nejad

## 100 Successful Omani Women



We had the honor of contributing to the creation of a remarkable book that unveils the captivating stories of 100 remarkable women in Oman. This book serves as a powerful testament to the life journeys of these successful Omani women, offering readers a profound glimpse into their rich experiences, the challenges they've overcome, and the successes they've achieved throughout their extraordinary lives.

Project Duration: 2 months

Client/Author: Kathleen Nejad,  
Germany/Oman

Publication Date: September 2021

[100 Successful Omani Women on Amazon](#)



## PROJECT OVERVIEW

### Proofreading

- Scrutinized the manuscript and rectified grammatical, punctuation, and spelling discrepancies to ensure an impeccably polished final product.

### Content Editing

- Enhanced the overall narrative's flow, coherence, and lucidity. Crafted thoughtful suggestions and revisions that enriched the readers' connection with each woman's unique story.

### Structural Organization

- Organized the stories in a logical sequence that resonated with the readers' interests, ensuring a seamless and captivating reading experience.

### Outcome

The successful completion of this project not only highlights the editing skills but also reflects our dedication to amplifying the voices of remarkable women who have inspired generations by overcoming challenges and paving their unique paths.

# NEURO MASSAGE, United Kingdom

A prominent UK-based business specializing in innovative massage techniques and the founder of a pioneering Neuro Massage Training School.

## PROJECT OVERVIEW

### Website Content and Web Content Enhancement

- Designed, developed, and wrote the entire website content for Neuro Massage.
- Ensured that the content not only represented the brand accurately but also appealed to the target audience.
- Employed SEO strategies to enhance the website's visibility and ranking in search engines.

### Course Materials for Neuro Massage Training School

- Proofread and edited comprehensive course materials for the Neuro Massage Training School, which included manuals, interactive learning materials, certificates, and diplomas.
- Transformed complex massage techniques into easily digestible educational content.
- Collaborated closely with the client to align the content with the school's educational objectives and values.

## Outcome

Our contributions have been instrumental in enhancing Neuro Massage's online presence as well as establishing the credibility of the Neuro Massage Training School. The designed certificates and diplomas serve as tangible representations of the attendees' achievements, and the content published in reputable publications, with the most notable being The Guardian in the UK, has extended the business's reach and reputation.

## Key Achievements

Improved website content resulted in increased user engagement and higher SEO rankings.  
Course materials have been well-received by students and instructors, contributing to the school's success.  
The content published in notable publications amplified Neuro Massage's industry exposure.

To see the results of this collaboration, I invite you to explore the websites below and witness firsthand how our work has shaped Neuro Massage's unique approach to massage therapy and education.



[www.neuromassage.co.uk](http://www.neuromassage.co.uk)

<http://neurotrainingschool.com>

[Neuro Rehab Times](#)



# NEW IDENTITY MARKETING, Florida, USA

New Identity Marketing is a full-service marketing agency specializing in elevating brands' digital presence through expertly crafted campaigns spanning eCommerce optimization, branding, analytics, SEO, and cutting-edge social media strategies.

## PROJECT OVERVIEW

### Writing Youtube Video Descriptions

- Crafted compelling and engaging YouTube video descriptions.
- Ensured alignment with each client's brand identity and messaging strategy.

### Writing & Organizing Social Media Captions

- Led the organization, writing, and editing of social media captions.
- Followed a systematic Excel sheet format to streamline the content creation process for various clients.
- Ensured consistency and resonance across platforms.

## Summarizing Sermons

- Produced concise and impactful document summaries of sermons.
- Distilled complex messages into digestible content that resonated with the target audience.

## Outcome

Our diverse efforts significantly improved content quality for various clients of New Identity Marketing, leading to increased client satisfaction and heightened audience engagement. This collective success highlighted the positive impact on client relations and the agency's commitment to delivering high-quality content.

## Key Achievements

Streamlined social media caption management, ensuring smoother processes and consistent content across platforms. Elevated viewer engagement on YouTube through the creation of compelling video descriptions, contributing to increased visibility and audience interaction.

Improved accessibility and understanding of messages by delivering concise and impactful sermon summaries, reaching a broader and more engaged audience.

## Tools and Skills Used

- Content creation and writing
- Social media caption organization (Excel)
- Editing and summarization skills
- Effective collaboration within a project management framework

Discover the outcomes of our collaboration with New Identity Marketing by visiting their website, where you can explore how I've refined their social media and boosted YouTube engagement for some of the clients.



<https://newidentitymarketing.com>

<https://thehamptoncollective.com/about>

<https://jomoandcharmaine.com>



# FIRST CHOICE CARS, United Arab Emirates

First Choice Cars is a reputable car dealership in the UAE, specializing in a wide array of certified used and luxury vehicles, ensuring a seamless and trustworthy experience for buying, selling, and trading.

## PROJECT OVERVIEW

### Website Content and Rebranding

- Spearheaded the revitalization of First Choice Cars' online presence by crafting compelling website content. The content not only resonated with the brand's ethos but also aimed at capturing the essence of the UAE automotive market.
- Led the comprehensive rebranding efforts, ensuring the visual and narrative elements aligned seamlessly with the brand's new strategic direction.

### Media Releases and Public Relations

- Crafted impactful press releases and collaborated with media outlets to strategically disseminate information about First Choice Cars' milestones and achievements.
- Successfully secured coverage in local media outlets, fostering a positive perception of the brand within the UAE automotive community.

## **Content Creation and Blogging**

- Established and maintained a consistent and engaging blog presence for First Choice Cars, producing daily blog posts covering a variety of topics, from industry trends to car maintenance tips.
- The ongoing blog strategy significantly contributed to the growth of online visibility, increased website traffic, and strengthened the brand's authority in the automotive sector.
- As part of these efforts, SEO strategies were implemented to enhance online visibility and improve search engine rankings.

## **Project Management**

- Emphasized daily and consistent collaboration to ensure adaptability, strategic execution, and a dynamic workflow, leading to an impactful online presence.
- Coordinated with design and development teams to ensure seamless integration of content into the website.
- Implemented regular updates to keep content relevant and in line with evolving business needs.
- Regularly communicated with stakeholders to align content with business goals and objectives.

## Outcome

The strategic initiatives implemented for First Choice Cars not only revitalized its brand but also closely aligned it with the unique dynamics of the UAE's automotive landscape. With the introduction of compelling website content, the brand witnessed a significant boost in online presence, fostering increased visibility and market prominence.

## Key Achievements

Successful rebranding efforts resulted in a culturally resonant and attractive brand image for the UAE audience. Media releases secured noteworthy coverage, positioning First Choice Cars as a key player in the local automotive scene.

Daily blogs played a pivotal role in amplifying online visibility, fostering engagement, and driving substantial traffic to the website, thereby solidifying the brand's authoritative position in the UAE automotive market.



## Tools and Skills Used

- Content creation and writing
- SEO tools for optimizing online content
- Analytics tools for monitoring website traffic and engagement
- Collaboration platforms for efficient project management
- Content creation and writing for website enhancement
- Strategic blog and news article writing
- Project management skills

I invite you to explore the First Choice Cars website to witness what was achieved through our collaboration. Take note of the refined website content and the regular blog updates. These enhancements are more than a visual makeover; they embody a strategic approach to engaging online audiences, elevating the brand's prominence within the competitive landscape of the UAE automotive sector.



<https://www.firstchoicecars.com>

# ROBOTECH, United Arab Emirates

Robo Tech is an environmental engineering company based in Dubai that specializes in creating innovative solutions to combat growing environmental concerns and provide effective and sustainable solutions to water pollution.

## PROJECT OVERVIEW

### Website Content Overhaul

- Crafted compelling and comprehensive content for Robotech's website, ensuring a cohesive and engaging online presence.
- The new content effectively communicates the company's values, offerings, and expertise.

### Business Presentation Brochures

- Designed and authored brochures tailored for impactful business presentations.
- These materials not only showcase Robotech's mission and vision but also serve as powerful tools to attract potential supporters and investors.

## Strategic Communication for Prospective Partners

- Collaborated on writing and editing key documents for potential clients, with Dubai Municipality standing out as the most notable.
- Ensured clarity, precision, and a persuasive tone to effectively communicate Robotech's capabilities and offerings.

## Outcome

The website's content overhaul led to a more cohesive and engaging online presence, attracting increased traffic and user engagement.

Business presentation brochures played a pivotal role in conveying Robotech's mission and vision, acting as effective tools in capturing the interest of potential supporters and investors.

The strategic communication for prospective partners showcased Robotech's capabilities with clarity and persuasion.



## Key Achievements

Through our collaboration, Robotech achieved remarkable milestones and garnered recognition in the market. The company successfully attracted the attention of noteworthy investors, contributing to its growing presence and credibility within the industry.

Notably, Robotech received an invitation to participate in a prestigious event, underscoring the broad appeal of its offerings. While some details remain confidential, these achievements reflect the substantial impact of our collaboration in elevating Robotech's standing and opportunities within the market.

## Tools and Skills Used

- Content creation and writing
- Writing and designing impactful business presentation brochures
- Writing and editing for key client documents
- Strategic communication for prospective partners
- Project management skills for collaboration and coordination



<https://www.robo-tech.org>

# BAKSHEESH, United Arab Emirates

Baksheesh Payment – a pioneering company revolutionizing global payments with its innovative QR transaction solution, accessible from any device, anywhere in the world.

## PROJECT OVERVIEW

### Website Content Creation

- Developed compelling and informative content that effectively showcased Baksheesh's products and services.
- Ensured the website content was user-friendly, engaging, and aligned with the brand's identity.

### Blogs and News Articles

- Wrote engaging and informative blog posts and news articles to keep the website fresh and relevant.
- Topics covered a wide range of industry-related subjects to captivate and educate the target audience.
- Content was created to encourage readers to explore the website further and engage with the brand.

## Outcome

Our contributions played a pivotal role in enhancing Baksheesh's online presence and attracting a broader audience. The website now boasts engaging content that reflects the brand's unique offerings.

## Key Achievements

- Improved website content and blog posts resulted in higher user engagement and longer visit durations.
- The website now serves as a valuable resource for both new and returning visitors.

## Tools and Skills Used

- Content creation and writing
- Blog and news article writing
- Collaborative project management



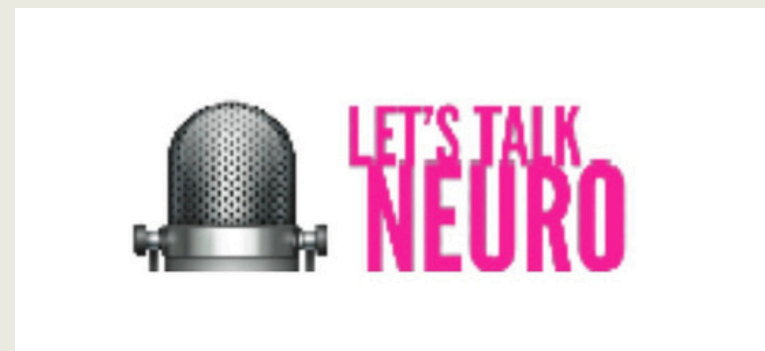
<https://www.baksheesh.io>



# PUBLICATIONS

I had the privilege to provide content services to a wide range of businesses, from neuro massage therapy clinics, car dealerships, and entrepreneurs to beauty salons.

My contributions have resulted in the publication of their content in both local and prestigious international newspapers, enhancing their visibility and influence.

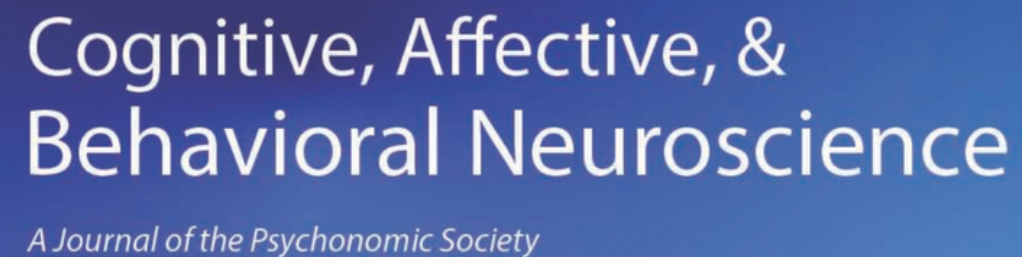


\*If you'd like to access the online links to these publications, please feel free to reach out directly via email.

# JOURNALS

I've assisted scientists and doctors in getting their research published in renowned international journals by editing and ensuring their manuscripts meet journal requirements.

All the papers I've worked on have been accepted to various publications, reflecting my commitment to delivering high-quality editing services.



\*If you'd like to access the online links to these publications, please feel free to reach out directly via email.

# WHAT MY CLIENTS SAY?

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An honest look into how I work...

I can't speak highly enough of Irena and the work she provided for me. I've used her a number of times and will continue using her in the future.

The work is always delivered on time and of super high quality.



Gemma Evans,  
Neuro Massage, UK

Without a doubt, my favorite professional to work with. The work is always completed quickly, professionally and with care for my overall success. She has a client for life.



Steve Worthy,  
Worthy Retail You, US

Absolutely outstanding communication, super fast delivery of my scientific paper of 17000 words. Heavily impressed, have a feeling even quite complex content didn't confuse the editor :) Thanks a lot, definitely will recommend further.



Mikhail Gordeev,  
Henkel, Germany

\*For additional client reviews, contact me directly or visit the public Fiverr profile page, <https://www.fiverr.com/siri09>, to read more.



# GET IN TOUCH

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To get in touch, please use the contact information below.

**Email:** [sirieditor@gmail.com](mailto:sirieditor@gmail.com)

**Phone:** +971 55 986 2575 & +385 95 55 75 173

**Business Hours:** Monday to Friday: 9:00 AM – 3:00 PM

**Visit the website:** [www.siriediting.com](http://www.siriediting.com)

I am to respond to all inquiries within 24 hours during business days.

Thank you for considering Siri Meticulous Editing for your content needs.  
I am excited about the opportunity to assist you in creating and refining your content.



# GET IN TOUCH

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To get in touch, please use the contact information below.

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**Location:** Dubai, UAE

**Business Hours:** Monday to Friday: 9:00 AM – 3:00 PM

**Visit our website:** [www.siriediting.com](http://www.siriediting.com)

We strive to respond to all inquiries within 24 hours during business days.

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