

**Narisse Philip**

Ghostwriter/Editor

Portsmouth, Dominica

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## PROFESSIONAL SUMMARY

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Experienced Ghostwriter/Editor with a strong track record of enhancing stories to meet author specifications and ensuring exceptional quality. Currently serving at Stary PTE since March 2023, with a commitment to producing content that resonates with the author's vision. Proficient in writing, rewriting, editing, and proofreading to maintain original meaning and tone in translated materials. Diligently proofreads for grammar, spelling, and punctuation accuracy, ensuring the highest standards of professionalism. Collaborative communicator, adept at following up with internal teams and clients to guarantee translation meets their specific requirements while preserving the original format.

Complementing practical experience, I hold certificates in Novel Writing, Creative Writing Sample Lesson, and the Secret Sauce of Great Writing from Udemy, as well as expertise in Creative Writing, Plot Crafting, Character Development, and Grammar and Punctuation acquired through Coursera. My commitment to refining the craft of writing and editing is underscored by these qualifications, making me a valuable asset for any project seeking precision and creativity in written content.

## CORE SKILLS:

Proofreading | Grammar Checking | Editing | | Communicative | Attention to Detail | Deadline Orientated | Report Writing | Organization and Prioritizing | Results Driven | Target Oriented | Problem Solving | Time & Task Management | Effective Verbal & Written Communication | Flexibility |

## PROFESSIONAL EXPERIENCE

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**Ghostwriter/Editor**

**Stary PTE LTD, Singapore**

**Mar 2023 - Present**

- Editing and revising drafts of the manuscript according to the author's specifications.
- Writing, rewriting, editing, and proofreading the manuscript until it meets the author's satisfaction. Ensure translated content conveys original meaning and tone.
- Proofread translated texts for grammar, spelling and punctuation accuracy.
- Follow up with internal team members and clients to ensure translation meets their needs.
- Edit content with an eye toward maintaining its original format.

## TECHNOLOGY SKILLS

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Communication tools: Zoom, Skype, Email, Telegram

Web conferencing tools: Google Meet, Skype, Zoom, Google Hangouts

Other tools: Microsoft Office, Adobe Audition, Computer Literacy, Emailing, Word Processing, Data Management

## EDUCATION AND CERTIFICATIONS

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### Certificates Obtained (Areas of Concentration) : Creative Writing in English

#### **Creative Writing Sample Lesson**

Udemy

Issued Sep 2023

Credential ID UC-a8f910e8-3adb-4c6d-85c4-675ba58ea1f2

#### **Novel Writing**

Udemy

Issued Sep 2023

Credential ID UC-cc3d601e-0df5-48a2-afda-cd014dcdb02

#### **Secret Sauce of Great Writing**

Udemy

Issued Sep 2023

Credential ID UC-7081ad1b-782b-4674-ad5e-011a0fc639a8

#### **Business Writing and Communication**

The University of the West Indies

Issued Oct 2022

#### **Write Professional Emails in English**

Coursera  
Issued Jul 2021  
Credential ID 6JABZG5T2XG5

**Creative Writing: The Craft of Plot**  
Coursera  
Issued Oct 2020  
Credential ID DPMBM7KH2U8S

**Grammar and Punctuation**  
Coursera  
Issued Oct 2020  
Credential ID JWPSDM2CNF4S

**Creative Writing: The Craft of Character**  
Coursera  
Issued Feb 2020  
Credential ID VDV5KFHUAQ9M

## HOBBIES

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- Singing
- Creative Writing
- Photography
- Reading fictional books