

GRYPHON HARVARD

GHOSTWRITER, FINE ARTIST
& SIMPLE COVER DESIGNER

PROFILE

Gryphon Harvard is a ghostwriter and book cover designer with years of experience. Although formally trained in fine art, he has successfully self-taught in areas such as editing, reel creation, web design, simple book cover design, and more.

EXPERIENCE

2020 – 2022	Ghostwriter The Urban Writers/Dibbly Inc. Responsible for research, outlining, and writing of books for clients across a broad array of topics. Met almost all deadlines without need for extension while studying full-time. Through skill and reliability, achieved highest pay bracket available for TUW ghostwriters.
2022 – 2023	Writer Success Coordinator The Urban Writers/Dibbly Inc. Received mentoring in managerial skills. Guided TUW's writers, assessed them for promotion, instructed them in blurb SEO proficiency, and more. Held weekly presentations to orient new arrivals, engaged in disciplinary action where necessary, and handled a variety of admin and team-support tasks.
2023 – 2025	Writer/Editor/Designer/Formatter Harvard Ink Expanded on a broad array of skills while under professional mentoring (as well as independent learning). Developed high levels of proficiency in Canva and MS Word, as well as MS Clipchamp and Kindle Create. Left a positive impact on the company's level of visual skill, and created tools still used by the company today.

REFERENCES

Aimee-Lee Verster Growth & Engagement Specialist Stanton Chase (+27) 072-194-1300 a.verster@stantonchase.com	Melanie Harvard Director and Chief Proprietor Harvard Ink (+27) 072-567-3352 info@harvardink.com
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CONTACT

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- 📍 162 Blaauwberg Rd., Cape Town

EDUCATION

Diploma in Fine Art

Ruth Prowse School of Art
2019-2021 (Conferred in 2022)
5 Birkdale Ave., Cape Town

SKILLS

Ghostwriting/Cowriting
Microsoft Word Formatting
Blog Writing
Visual Literacy
Critical Thinking
Media Analysis
Deep-Level Editing
Painting & Illustration
Simple Digital Cover Design
UK vs. US English Editing
Fiction Developmental Editing
Digital Reel Prettification
Blurb Editing

LANGUAGES

English (Fluent Reader & Writer)
Dutch (Beginner Reader)

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AIMEE-LEE VERSTER SAYS

I was Talent Manager during the time that Gryphon was Writer Success Coordinator. During my time as Talent Manager, I screened, interviewed, hired (and contracted) thousands of creatives. Gryphon always stood out, from my first introduction to him as a contracted writer to his climb up the corporate ladder and my eventual hiring of him as a Writer Success Coordinator.

What makes Gryphon so unique? Well, what doesn't. He has the kind of work ethic employers dream of, impeccable ethical and moral standards (I'd trust him with \$1mil just as easily as I'd trust him with my life), oodles of empathy and team spirit, and high expectations of himself, his teammates, and his work.

Gryphon's most outstanding feature (although it's certainly hard to choose just one) is his ability to connect with absolutely anyone. As Writer Success Coordinator, his job was to interface with thousands of creatives (who are notoriously difficult to interface with)—he was able to do so and to do so without every eliciting a poor outcome or unnecessary conflict through the tactful use of negotiation, mediation, and consultation. Anyone who ever worked alongside Gryphon came out feeling like they'd won from the interaction—even though Gryphon himself never lost. That's the art of communication. It would be an understatement to say that Gryphon's soft skills are out of this world, but they are.

I have no doubt in my mind that Gryphon is a born leader and that he will be an asset wherever he goes. Although his soft skills are what stuck with me, his intellect and technical capabilities will make him an impeccable leader even in positions that aren't customer-facing or team-oriented.

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MELANIE HARVARD SAYS

I am honoured to provide this reference for Gryphon Harvard, who has been an integral part of Harvard Ink since 2023, contributing across multiple disciplines with skill, dedication, and professionalism.

He came to us from a publishing & management position at The Urban Writers, and worked at first as a contractor and later as a full-time employee. He fulfilled many job roles while with us, many of which he had no prior training for, but showed willingness and eagerness to assist throughout. In his role as editor and ghostwriter, Gryphon has demonstrated exceptional attention to detail, a deep understanding of narrative structure, and an ability to adapt his writing style to suit various genres and client needs. He has worked closely with authors to refine their manuscripts, ensuring clarity, coherence, and compelling storytelling.

He is excellent at author liaison and mentoring, too, showing warmth, kindness, and respect throughout. Additionally, his skills as a blogger, and audio-visual/copywritten-content creator have played a vital role in enhancing Harvard Ink's visibility and engagement. He has consistently produced well-researched, engaging content tailored to both our audience and our clients' needs, demonstrating a strong grasp of SEO and digital marketing strategies.

As a book cover designer and interior book formatter, he has shown a keen eye for aesthetics and market trends, crafting visually striking and professional covers that align with each book's genre and target audience. His expertise in layout and typesetting has ensured that every book we produce meets industry standards for readability and presentation.

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MELANIE HARVARD SAYS

Gryphon's web design and support work has been equally impressive, especially as he has no training in this field and has had to be self-taught during his time with us. His growing technical knowledge, combined with his understanding of SEO & branding, has made him a valuable asset in this space.

Gryphon is a perfectionist, reliable, and creative, with a detailed and professional approach to every project he undertakes. I have no hesitation in recommending Gryphon for any future opportunities. He is a talented professional who would be an asset to any team or project. If you require further details, please feel free to contact me.

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