

# GRYPHON HARVARD

GHOSTWRITER, FINE ARTIST/  
ILLUSTRATOR, COVER DESIGNER  
& EDITORIAL EXPERT

## PROFILE

Formally trained in Fine Art and Illustration, with extensive experience in ghostwriting, outlining, editing, reel creation, WordPress web design, and Canva-based book cover design. Currently expanding digital illustration skills. Seeking freelance work or collaboration in any of the above areas, but especially digital illustration. Open to full-time employment for those hiring.

## EXPERIENCE

### Formatter/Designer/Moderator

- 2025  
–  
2026
- Freelance  
Selected as a qualified external moderator on an NQF Level 5 web design assessment. Called upon by previous employment numerous times as a book cover and formatting consultant. Revised and built on illustration skills previously learned in college, successfully improving my abilities in freehand and custom visuals.

### Writer/Editor/Designer/Formatter

- 2023  
–  
2025
- Harvard Ink  
Expanded on previous skills. Upgraded the level of visuals used by the company in its materials and on its website. Created the company's free writer resources as well as its current formatting knowledge database.  
Produced high-quality work and expanded institutional knowledge in formatting and website development under challenging conditions.

### Writer Success Coordinator

- 2022  
–  
2023
- 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, performed in disciplinary action, and handled a broad array of admin and team support tasks.

### Ghostwriter

- 2020  
–  
2022
- The Urban Writers/Dibbly Inc.  
Researched, outlined, and produced reasonably high-quality non-fiction manuscripts for clients across a broad array of topics. Achieved highest pay bracket for TUW ghostwriters. Cultivated a reputation for reliability and meeting deadlines despite also studying Fine Art full time.

## 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  
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## CONTACT

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## EDUCATION

### Diploma in Fine Art

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

## SKILLS

Digital Illustration  
Concept Art & Portraiture  
Media Analysis  
Reel Production  
Canva-Based Book Cover Designs  
Critical Thinking & Process Development  
Developmental Editing  
Line and Copy Editing  
Ghostwriting/Cowriting  
Copywriting  
Microsoft Word Formatting  
High Proficiency in Canva, MS Word,  
MS Clipchamp, and Kindle Create

## LANGUAGES

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