



# JENNIFER MALEC

WRITER | EDITOR | PROOFREADER | RESEARCHER

## CONTACT

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 Melville, Johannesburg

## SKILLS

Meticulous and efficient.

Strong work ethic and ability to meet tight deadlines.

Extensive list of writing, publishing and media contacts.

Writing, editing, proofreading, editorial consulting, project management.

## EDUCATION

### University of Cape Town

**BA (Hons), MA** 2001–2007

Undergraduate majors: English, Film Studies, Media and Writing

Postgraduate focus: English literature

## AWARDS AND CERTIFICATES

- South African Literary Awards Literary Journalism Award (2019)
- Webfluent Blogger Awards: Top Arts and Culture Blog in Africa (Books Live) (2016)
- Arts Journalism Awards Arts Journalist of the Year: Silver – Features (2016), Arts Journalist of the Year: Gold – News (2015)
- Certificate: Writing for web (2013)
- Introductory isiXhosa course, levels 1 and 2 (2012)
- Sub-editing certificate (2010)

*References available on request.*

## PROFILE

I am a writer and editor with over 15 years' experience in academic, creative and business writing, as well as non-fiction manuscripts, research reports, news and copywriting. I have a proven ability to manage projects and deliver high quality content to tight deadlines. I am also a practised interviewer and journalist, specialising in books and general news, with a background in sports media.

## WORK EXPERIENCE

### Editor

The Johannesburg Review of Books (The JRB) 2017–

### Publisher

The Reading List / The Bookshop 2017–

### Freelance writing and editing

Global Initiative Against Transnational Organized Crime, Sunday Times, Iziko Museums of South Africa, GALA Queer Archive, various publishers, PEN South Africa and IMM Graduate School, Eish Production Services/ Unicef, among others. 2014–

### Editor

Sunday Times Books Live 2014–2016

### Sub-editor/Assistant editor

Kick Off magazine and website 2007–2013

## EXPERIENCE

- Contributions to the Iziko Museums materials, PEN SA's Freedom of Expression Review, the Global Organized Crime Index and an Eish Production Services/ Unicef project, books by acclaimed authors such as CA Davids and Gus Silber, as well as Trevor Noah's memoir.
- I am the treasurer of PEN South Africa, an NGO that promotes literature and freedom of expression.
- Published interviews with a number of distinguished international figures.
- Created and produced a podcast, Read This!, with Volume Africa.
- Experience running virtual events.
- Judge for the Dinaane Debut Fiction Award, formerly the European Union Literary Award, and the Short Story Day Africa Award.
- Team management, training and mentoring, developing business strategies.
- Managing client relations, including negotiating contracts.
- Generating press materials, liaising with media outlets.
- Building and running websites, managing social media accounts.
- Generated several successful email campaigns.
- Experience in academic and media research.
- Skilled in writing business and marketing copy.