

PETER R. MBULO

EDITOR

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ABOUT ME

A highly enthusiastic and motivated expert with extensive knowledge of the fiction and nonfiction market. Excellent exposure to the dynamic literary business and the various style manuals used to conform to the industry standards. Able to work under pressure, on complex material, and on tight deadlines. First-class communication and organization skills with the will needed to succeed as an editor.

EDUCATION AND QUALIFICATIONS

2020

Centre of Excellence, United Kingdom

Copy Editing and Proofreading – **Diploma**

**Graduated with a distinction*

2018

Imperial College London, United Kingdom

Business Executive Education (Distance) – **Foundation Degree**

2016

TAZARA Training Institute, Zambia

Business Management (Distance) – **Advanced Diploma**

2014

Kansenshi Secondary School, Zambia

IGCSE – **Certificate**

**Distinction in English & Civic Education, Merit in Biology & Geography*

EXPERIENCE

PROXIMA IMPERIUM LIMITED, UNITED KINGDOM

Editor-In-Chief

March 2020 - Present

- Tenaciously promoting the brand by providing remarkable service and clientele
- Successfully developing and implementing growth strategies resulting in a 100% client return rate and client referrals
- Ensuring high-quality prints with minimal missed errors
- Boasting a range of credits in published works of various genres
- Managing and mentoring sub-editors

FREELANCE

Copy Editor

September 2016 – March 2020

- Checked clients' text to ensure succinctness and logic
- Suggested changes to webpages to implement SEO optimisation while maintaining crisply-written content
- Ensured that clients' text was in line with their target's manual of style

FREELANCE

Developmental Editor

May 2016 – March 2020

- Coached beginner authors to achieve well-selling titles
- Developed several performed plays and filmed screenplays
- Was consulted by junior agents to assess marketability of unusual works under their consideration

M3 MEDIA, ZAMBIA

Director

December 2016 – September 2018

- Oversaw all day-to-day tasks of the company
- Commissioned print and digital works
- Specifically headed the graphic design team
- Grew the company's value to over a hundredfold

RAINBOW GRAPHICS, ZAMBIA

Graphic Designer

May 2015 – December 2015

- Liaised with clients to determine their requirements
- Advised clients on design style, format and print production
- Proofread and suggested changes to text in publications

SENTIMENTS GROUP OF COMPANIES, ZAMBIA

Administrative Assistant

December 2014 – May 2015

- Scheduled meetings and appointments
- Ordered and managing office inventory
- Acted as a point of liaison between external stakeholders and staff
- Doubled as a receptionist; a point of contact between the company and customers
- Managed office supplies
- Received and dispatched deliveries
- Assisted the Human Resource team with recruitment and termination processes

SKILLS

- Problem solving
- Communication
- Teamwork
- Ability to satisfy clients and fulfil job needs confidently
- Organisation
- Logical methods to approach an ambition
- Dedication to long and mentally demanding tasks such as writing

OTHER ACHIEVEMENTS

- Winner - Best Fantasy category, Concept Development Initiative's Tell Your Own Story Awards (Zambia)
- Semi-finalist - Kalemba Short Story Prize (Zambia)
- Winner – Most Disciplined Student, Kalewa Military School (Zambia)
- Winner – Outstanding Academic Performance, Kalewa Military School (Zambia)

HOBBIES

- Cryptography
- Filmmaking
- Music Production (Produced for CBS' MacGyver actor, Justin Hires)
- Gym
- Reading
- Creative writing
- Environmental volunteering
- Tutoring basic English (Language and Literature)
- Print design & Layout
- Football (Watching, Playing & Coaching)

REFERENCES

- Available on request