

Karen Kuhn

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33 Gilmour Hills ave – Tamboerskloof, Cape Town

South African, single, 28

Driving license, personal car

EDITOR – PUBLISHER

*4 years experience in managing cultural projects (events, publications) – Media & Publishing industry
Strong analytical skills – Specialized in Intercultural Management – Bilingual Afrikaans & English*

MAIN SKILLS

EDITING & PUBLISHING

- **Project Management:**
 - } Defining the editorial line
 - } Writing creative briefs
 - } Editing & proof-reading
 - } Managing the relationship with the artists and writers, operational teams and suppliers
 - } Managing the budget
- **Communication and promotion:**
 - } Organization of book launches & cultural events
 - } Writing of communication tools
 - } Managing the relationship with the media and institutional (South Africa and abroad)

EDUCATIONAL PROGRAMS MANAGEMENT

- **Managing the e-Learning project development:**
 - } Writing of the specifications: technical and usability cases
 - } Writing of the creative brief
 - } Gathering of the data available on the interface
 - } Management of the technical suppliers
- **Internal communication:**
 - } Project presentation
 - } Project communication
 - } Compliance with the global educational project

WRITING & TRANSLATION

- } Creative writing: poetry in Afrikaans
- } Reporter: Afrikaans & English articles writing for print and online media
- } Translation- Afrikaans & English: creative and corporate, novels, essays, articles

MEDIA ANALYSIS & SOCIAL STUDIES

- } Qualitative and Quantitative data analysis: print, broadcast & online media
- } Writing of recommendations to enhance the client's reputation

PROFESSIONAL EXPERIENCE

March'09 – now: AFDA Film School, e-Learning Project Manager & editorial assistant, Cape Town:

- } **Research and Project Management** on the e-Learning program development for AFDA and International students: directing, producing, designing & acting e-Learning programs
- } **Educational compliance:** analysis of the educational programs and building of recommendation to enhance the training process throughout the curriculum
- } **Educational programs:** arranging ad hoc & workshops – Post Graduate students
- } **Educational material:** editing and proof reading lesson material, quality control of the curriculum
- } **Team Management:** ensuring workflow, trafficking & deadlines to be met from writers
- } **Finances:** managing Post Graduate department budget

March '08 – March'09: Griffel Media, Text Editor for POMP'09 (cultural journal), Cape Town:

- } **Editor:** definition of the editorial line
- } **Editing and Proof Reading:** all articles
- } **Writer:** interviews, articles writing
- } **Project Manager:** relationship with writers, visual artists & designers, management of the operational teams and suppliers, networking with European and South African institutes and companies, in charge of the budget
- } **Communication & Promotion** of the POMP'09 edition: launches, Internet website, communication towards the media
- } **Translator:** articles and manuscripts translation – Afrikaans, English, German
- } **Editing & Proof Reading Manuscripts**

Jan'08 – Dec'08: African Studies Library, University of Cape Town, Student researcher, Cape Town:

- } **Research:** assisting students on their projects

2008: Die Stem (weekly paper appearing in London):

- } **Editing & Proof reading** on the weekly edition, Afrikaans & English

Aug'06 – Nov'07: Monitoring South Africa, Media analyst, Pretoria & Cape Town:

- } **Media analysis:** quantitative & qualitative data analysis across print, broadcast & online media (Afrikaans & English)
- } **Strategic recommendation** to enhance the clients' reputation

2007: Ouma se slim kind website, Copy writer & Translator, Pretoria:

- } **Translation** of the website copy from the English to Afrikaans
- } **Re-writing** of the Afrikaans copy
- } **Proof reading** of the website

2006: Die Genugtigboek 2006, Poet – Writer:

- } **Writing & Publishing** of personal creative writing (poetry)

2004 – 2005: Die Burger Kampus (daily newspaper), Head reporter, Cape Town:

- } **Management:** daily editorial meeting & journalist team
- } **Definition** of the editorial line
- } **Writing** of articles & selection of pictures

2003: Samusic.co.za website, Freelance Reporter

} **In-depth interviews & reviews of SA musicians** in English & Afrikaans

2003: Kampus Beeld (daily newspaper), Head reporter, Pretoria:

} **Management:** daily editorial meeting & journalist team

} **Definition** of the editorial line

} **Writing** of articles & selection of pictures

2003: Perdeby (student newspaper), In-depth & Internet editor, Pretoria

TERTIARY EDUCATION

Due to graduate 2009: MASTER's – Creative Writing, University of Cape Town:

Thesis on Sheila Cussons & C.G. Jung.

Portfolio of personal poems

Nov'04: HONOURS in Afrikaans & Nederlands, University of Cape Town:

Specialization: creative writing, historiography & metafiction, modern poetry

Thesis: *The prophetic nature of Ingrid Jonker and Sylvia Plath's poetry*

Nov'03: B.A – Languages, University of Pretoria:

Specialization: journalism, translation, copy editing, lexicography, text design, English, Afrikaans, sociology, psychology, history, information system, research

LANGAGES

Afrikaans & English: Bilingual

German: Fluent

Pack Office: word, excel, power point

ABOUT ME

I AM: passionate about words

I LOVE: challenges

I WANT: to grow, improve my skills and get new ones

REFERENCES

Anri Schwim, Monitoring SA – COO: +27 (0)12 664 7363

Hendrik Venter, Griffel Media – Publisher, founder – +27 (0)82 373 9988