

# DAVID KAPLAN

EDITOR & PROOFREADER

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## **Profile**

A passionate bookworm with a lifelong love for reading, I am always on the lookout for new editorial opportunities to make full use of my existing skills and experience. These include an excellent command of the English language and a very accurate eye for detail, particularly grammatical errors and inconsistencies; flexibility in adapting to editorial challenges as and when they arise; the ability to improve the flow and readability of any written work without altering the overall tone and style of the author; and the ability to prioritise work effectively and handle multiple projects simultaneously.

I am also a highly self-motivated individual able to work independently and unsupervised on my own accord, including weekends and public holidays if necessary. In addition, I am an out-the-box thinker always seeking ways to simplify and improve any task that I have been entrusted with, as well as offering free advice wherever this might assist or add any value.

Finally, you can rest assured of absolute confidentiality with regards to all projects sent my way, including signing any non-disclosure forms if necessary.

Please note however that I am only willing to work remotely and in silence, since an office environment poses too many distractions.

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## **Proofreading Experience (Books)**

### **Human Sciences Research Council (HSRC)**

*Climate Change Education*

### **Penguin Books (South Africa)**

*When Money Destroys Nations*

*Africa's Third Generation*

*Don't film yourself having sex*

*Get That Feeling*

*How to Look After Bert Reynolds*

*Nothing Left to Steal*

*Sex Addiction*

*Transkei Run*

### **UKZN Press, Books**

*Prodigal Daughters: Stories of South African Women in Exile*

*Momentum: South African Writing*

*Politics of Climate Justice*

*Toxic Futures*

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**Proofreading Experience (eBooks)**      **UKZN Press, Books**  
*Fanie Fourie's Lobola*  
*Shameless*  
*When a Man Cries*

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**Editing Experience (Books)**      **Reach Publishers**  
*I Believe! Now What?*  
*How Commendation became Condemnation*  
*The Rainbow of Resilience*  
*Ebony & Ivory*

**Academic Dissertations**  
*A Study of Adequacy and Effectiveness of Support given to SMMEs in South Africa*  
*The Effects of Moisture Content on Suctions in Gold Tailings Underflow*

**Government Publications (Curriculum & Assessment Policy Statements (CAPS))**  
*Mechanical Technology Grades 10-12*  
*Civil Technology Grades 10-12*  
*Electrical Technology with Specialization Grades 10-12*  
*Technical Maths Grades 10-12*  
*Technical Science Grades 10-12*

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**Digital Experience**      *Almost 6 years' experience as a full-time content manager, writer, editor, proofreader, webmaster & researcher for one of the world's largest tour companies – [Rockjumper Birding Tours](#)*

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**Education**      **University of KwaZulu-Natal (Pietermaritzburg)**      1990-1992  
*Studied towards a BSc in the natural sciences*

**Writers Bureau (UK)**      1995  
*Comprehensive Writing Course*