



**Wanjiku M. Wanyonyi**  
**Editor**

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### **Editing | Copyediting | Proofreading**

Detail-oriented, professional editor with 17 years of experience in editing, proofreading and publishing. I provide comprehensive editorial services tailored to individual manuscript needs.

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### **EDITORIAL CONSULTANCY PROJECTS FOR ORGANIZATIONS**

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#### **Organisation: British Council Sudan**

Role: Editor & Designer of STEP materials

Period: 2024

#### **Project description**

The British Council Sudan initiated this consultancy to improve the English language proficiency and classroom management skills of primary school teachers in Sudan. The goal was to adapt and edit the existing STEP materials originally developed for Nigeria to better suit the Sudanese context. The objectives of this consultancy were to review, edit, and design the following STEP materials: STEP book 1, STEP book 2, Trainers' notes, Teachers' orientation notes, English Forum Guide and STEP pre/post surveys. Adapt content for cultural relevance and suitability to the Sudanese context. Ensure the materials align with the programme's branding and quality standards. Deliver final, print-ready versions of all materials within the stipulated timeline. I delivered print-ready versions of all materials by the agreed deadlines.

#### **Organization: FSD Africa**

Role: Editor of Capital Markets Progress Report 2024

Period: 2024

#### **Project description**

I provided editorial services as part of a team to support the Capital Markets Pillar in developing an external publication on FSD Africa's capital market work. The publication will highlight the state of Africa's capital markets, FSD Africa's approach to capital market development and the impact of our interventions and collaborations. The outcome was a Capital Markets publication for external audiences, disseminating the impact of FSD Africa's work in capital market development in Africa. The report will principally be disseminated at an in-person and virtual Sustainable Capital Markets Conference in November 2024, as well as social media and other broadcast and print media channels. The editorial exercise entailed editing spelling, grammar, punctuation, adjusting the length and structure of sentences and paragraphs, and fact-checking.

The full report can be accessed here

<https://fsdafrica.org/publication/capital-markets-progress-report/>

**Organisation: CBM East and South Region**

Role: Editor of Annual Report

Period: 2023

**Project description**

This project aimed to provide editorial services for the CBM Africa East and South Annual Report 2022. The report is circulated to internal and external audiences, including CBM staff in the region, CBM partners, government line ministries, development partners and other interested parties. The editorial exercise entailed editing spelling, grammar, punctuation adjusting the length and structure of sentences and paragraphs. I also checked for consistency and continuity of facts, including character names and relationships. The process also entailed cross-checking acronyms and ensuring they were written in full where applicable.

The full report can be accessed here

[https://www.cbm.org/fileadmin/resourcespace/CBM\\_AFES\\_Annual\\_Report\\_2022.pdf](https://www.cbm.org/fileadmin/resourcespace/CBM_AFES_Annual_Report_2022.pdf)

**Organisation: Clean Start Africa**

Role: Editor of Research Report

Period: 2022

**Project description**

In this project, I worked with the research team to write and edit the report. I collaborated with the research team to understand the research project's objectives, scope, and key findings. I edited the report, ensuring the content was well-structured, coherent, and error-free. The writing process entailed distilling complex information into clear and accessible language and translating the findings into language appropriate for experts in the field and the general public. During the writing and editing process, I collected feedback from team members and the client. I incorporated relevant changes to improve the research report's clarity, impact, and overall quality.

I reviewed and verified the accuracy of the report's data, citations, and references. I ensured that all claims were supported by reliable sources and that the report maintained a high standard of integrity, given that it also had a legal dimension.

## EMPLOYMENT WORK EXPERIENCE

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**Organisation: Evangel Publishing House (A business unit of Pan Africa Christian University)**

**Position: Editor**

Period: 2015 – 2024

### **Description of my role**

Editing and proofreading content to client satisfaction, on budget and according to the in-house style guide. Leading and coordinating the production team, which includes editors, graphic designers and illustrators, to produce high-quality content and publications. Supervising freelance writers, editors and interns to produce error-free publications. Conducting quality assurance before publication to ensure compliance with laws & best practices. Reviewing manuscripts for publication.

### **Achievements**

- Edited & published over 80 books to a high level of client satisfaction.
- Led the publishing team to win approval for one course book that won a government tender.
- Edited the PAC University Journal of Social Sciences Volume 2.
- Organized three successful workshops for authors.
- Published in the American Copy Editors Society newsletter <https://tinyurl.com/28ffk4dt>

**Organisation: Construction East Africa Magazine**

Position: Editor

Period: 2014 – 2015

### **Description of my role**

I headed publishing operations and facilitated key industry partnerships to amplify the magazine's reach. Developing the magazine flat plan, briefing writers and contributors on required stories. Conducting interviews and representing the organisation at meetings and industry events. Developing special features and new columns. Writing, copy-editing and proofreading all content for the magazine. Supervising sub-editors and designers. Coordinating photographers for photo shoots. Creating and implementing strategies for boosting the magazine's profile. Working with the sales & marketing department in distribution.

### **Achievements**

- Secured a media partnership that earned the magazine a complimentary stand at a construction expo event in Nairobi.
- Secured two new advertisers for the magazine.

## **Organisations: Arba Publications, Teach Magazine & The Potter Newsletter**

Position: Editor

Period: 2007 – 2015

### **Description of my role**

Managing publishing schedules and activities. Editing various publications. Evaluating manuscripts for suitability of publishing. Overseeing production, including artwork and layout, while meeting deadlines and budgets. Writing and editing articles on women's, children's and education issues.

## **ADDITIONAL WORK EXPERIENCE**

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### **University teaching experience**

I have previously taught communication and publishing courses at St. Paul's University, Nairobi and Pan Africa Christian University, Nairobi.

### **Production manager**

I have worked as a production manager for a film/documentary production company. I managed all pre-production, production and post-production activities.

## **COMMUNITY SERVICE**

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### **Judge (2023, 2024) at the African Christian Authors Book Award program**

<https://africanauthors.net/wanjiku-migichi-editor-evangel-publishing-house/>

## **EDUCATION**

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M.A Communication Studies – University of Nairobi (2014)

B.A Social Communication – The Catholic University of Eastern Africa (2007)

## **CERTIFICATIONS**

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- Advanced Concepts & Application of Project Management – Preparation for PMP® Certification
- Proposal & Report Writing (redruk)
- Customer Service Training (Rise & Learn)
- English (Proficient)

## **KEY SKILLS & ACHIEVEMENTS**

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### **Effective communication skills**

Excellent oral & written communication skills. Experienced facilitator and lecturer.

### **Organisational skills**

Experienced in planning, implementation and monitoring of publishing/production activities. Skilled in organising workshops, meetings, launches and other events. Can handle office administration effectively. Skilled in record and document archiving.

### **Project management skills**

Experienced in implementing publishing activities per the project plan and requirements while adhering to deadlines and the budget. Experience in using project management tools.

### **Transparency & accountability**

Demonstrated prudent use of organisational resources.

### **People skills & collaboration**

Chairperson of *Staff Connect* – a social forum for PAC University staff. Skilled in stakeholder management among internal staff, authors, contract editors, designers, illustrators and printers. I motivated my students to publish the first students' magazine at PAC University.

### **Initiative**

Organised an academic writing clinic for postgraduate students of PAC University.

### **Academic writing skills**

Well-versed in academic writing. Facilitated a workshop on academic editing organised by the writing centre at St. Paul's University. Skilled in research.

## **REFERENCES**

### **Mr. Martin Karanja**

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### **Ms. Lucy Nduta**

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