

NANCEE MARIN

BUSINESS AND NONFICTION WRITER
AND EDITOR

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PROFILE

Consummate language professional fanatical about first-rate writing and eagle-eyed editing with a creative, edgy, and witty flair in the age of textspeak. Switching gears deftly between self-directed and collaborative settings/projects. Dedicated lifelong learner and idea synthesizer: getting book-smart and street-smart in a melting pot of diverse topics and industries.

EXPERIENCE

FREELANCE WRITER/EDITOR/TUTOR

The Language Agent | 2016 - Present

OPERATIONS MANAGER

anartfuldogger.com | 2013 - present

- Write and edit web copy, blog posts, contracts, and marketing materials. Produce multimedia content.
- Provide input in web design, web illustration, and website maintenance, as well as graphic design for web pages and print advertising.
- Assist and collaborate with pet industry professionals nationwide in creating and editing quality web content featured in their respective local media while simultaneously boosting online presence.
- Handle inquiries for pet sitting and house sitting services, maintain client records, schedule reservations, and manage challenging situations.

OPERATIONS MANAGER/INSTRUCTOR

2003 - 2013

- Established, wrote, edited, and updated piano studio lesson plans, contracts, and marketing materials. Drafted informational, educational articles.

EXPERIENCE (CONTINUED)

- Determined and executed marketing plans. Handled prospect inquiries.
- Created, managed, and maintained budget, music library, and student files.
- Scheduled student interviews, lessons, workshops, and performing events. Prepared students for evaluations and ensembles.
- Identified and utilized a combination of teaching methods, learning materials, resources, and music technology.
- Developed and implemented niche recreational program for teen and adult students resulting in 25% higher retention and comprehension rate.

CONSULTANT

1995 - present

- Cole Vocational Services/The MENTOR Network, San Bernardino, CA: Edited documentation for consumer care and education.
- Loma Linda University, Loma Linda, CA: Dictated and provided transcriptions for exams and clinical sessions. Verified research materials. Ensured compliance with dissertation standards. Met weekly submission deadlines in a consistent, timely manner.

ADDITIONAL ACTIVITY

STAFF WRITER

LOSINGTODAY and La Sierra University Criterion Music and film reviews.

EDUCATION/ACCOMPLISHMENTS

BA cum laude, Music

La Sierra University, Riverside, CA

Alpha Mu Gamma

National Foreign Language Honor Society,
La Sierra University chapter

Poetry anthologies

Three consecutive editions of Musings, a
literary publication of La Sierra University

PROFESSIONAL DEVELOPMENT

Freelance Writers' Den |
freelancewritersden.com

PetSittingOlogy | petsittingology.com

Content marketing

Skillshare | skillshare.com

SKILLS

- WordPress
- SEO
- G Suite
- Social media management
- Virtual communication
- Languages: English and Indonesian (bilingual); Spanish and French (early advanced in reading and late intermediate in writing)