

Nancee - Laetitia Marin

NONFICTION EDITOR/WRITER



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California, USA



thelanguageagent.com

PROFESSIONAL AFFILIATIONS

- [ACES](#): the Society for Editing
- Editorial Freelancers Association ([EFA](#))
- [Christian PEN](#)
(Proofreaders and Editors Network)
- National Association for Independent Writers and Editors ([NAIWE](#))

SKILLS

LANGUAGE-RELATED

- Chicago Manual of Style
- Languages:
 - Bilingual: English and Indonesian
 - Spanish and French: B2 to C1 levels

PROFILE

A consummate language professional fanatical about first-rate writing and eagle-eyed editing with a creative, edgy, and witty flair in the age of textspeak, memes, and emojis. Passion for helping individuals and companies express themselves in the most authentic, professional way. Switching gears deftly between self-directed and collaborative projects under deadlines. Dedicated lifelong learner and idea synthesizer: getting book-smart and street-smart in a melting pot of topics and industries.

WORK EXPERIENCE

FREELANCE EDITOR AND WRITER

[The Language Agent](#) / Fully remote / 2016–present

- Collaborate with, coach, and support independent authors and various businesses around the globe in the revision process (line editing, copyediting, and proofreading) for print materials and digital content.
- Clientele includes best-selling authors on Amazon:
I published a series of Kindle books on blogging and traveling. Fortunately, I sent a book to Nancee for general editing and proofing, and she found *so much* to correct. I was shocked! Great feedback and advice. It made such a difference! Don't ever publish a book without showing it to Nancee first. This gal is *awesome*!

Gundi Gabrielle

Top 100 Amazon author

[SassyZenGirl](#)

OPERATIONS MANAGER

An Artful Dogger / [anartfuldogger.com](#) / 2013–present

- Draft and edit web copy, web content, and administration and marketing materials.
- Handle inquiries for pet sitting services, maintain client records, schedule reservations, and manage challenging situations.

Nancee - Leticia Marin

NONFICTION EDITOR/WRITER

SKILLS

TECHNICAL

- Microsoft Word
- WordPress + basics in HTML and SEO
- Graphic design (Canva)
- Social media management
- Video conferencing (Skype, Zoom)
- Team collaboration tools (Slack, Asana, Trello, G Suite)

PROFESSIONAL DEVELOPMENT

Remote Like Me
remotelikeme.com

Training and coaching for remote workers

EDUCATION

Music BA cum laude

La Sierra University
lasierra.edu

Academic activities:

STAFF WRITER, music and entertainment, *The Criterion* newspaper

CONTRIBUTOR, *Musings* (literary publication): poetry for three consecutive editions

MEMBER, Alpha Mu Gamma, National Foreign Language Honor Society, La Sierra Chapter

WORK EXPERIENCE (Continued)

FREELANCE EDITOR/TRANSLATOR/INTERPRETER/TECHNICAL SUPPORT

Cole Vocational Services ([The MENTOR Network](#)) and [Loma Linda University](#)
Inland Empire, CA / 2000–present

- **Edit** and translate **work-related documents** for ESL/LEP client-employees. Serve as interpreter and **technical support** for client-employees' business communication.

INDEPENDENT MUSIC INSTRUCTOR/OPERATIONS MANAGER

Inland Empire, CA / 19 years

- **Drafted, edited, and updated** studio policies, studio correspondence, and lesson plans.
- **Coached** students for evaluations, workshops, and performing events.
- **Created, managed, and maintained** budget, music library, and student files.
- **Scheduled and conducted** prospective student interviews and **handled** prospect inquiries.

SELECTED PROJECTS

View my portfolio at thelanguageagent.com/portfolio or nanceemarin.writersresidence.com/samples for a partial list of clips, updated periodically.

Some books on the sample list:

[Starting a Successful Blog: Share Your Passion and Turn it into a Business](#)
Reviewer comment: "My compliments too on how well edited this book is."

[RV Guide to Camping in Arizona State Parks](#)

[Your Best Pregnancy Ever](#)

[Servant Leadership Roadmap: Master the 12 Core Competencies of Management Success with Leadership Qualities and Interpersonal Skills](#)