

Nancy Siegel

President, Darin Career Services

3839 W. Kennedy Blvd., Suite 3
Tampa, FL 33609

Office: 813-873-2554
NancyJSiegel@yahoo.com

Summary of Qualifications **Writer and editor with extensive experience in résumé writing and career development. Background in magazine writing, textbook publishing and scientific journal editing. 100+ published articles in local and national periodicals including the St. Petersburg Times, Science World Magazine and Scholastic Teacher.**

Education **Bachelor of Arts Degree – City College of New York (CCNY), New York, NY**

Career History

1984 - present

DARIN CAREER SERVICES, INC. – Tampa, FL – Writer/ Career Consultant

Writing and coaching services for career advancement. Founded in 1984.

- ♦ **Résumé writing and marketing campaigns for job seekers at every level:** Created thousands of résumés—as well as cover letters and follow-up letters—from in-depth interviews. Built a loyal clientele and effective referral network.
- ♦ **Career consultation:** Coach career changers, job seekers and new entrepreneurs in search strategies, networking and interview techniques.
- ♦ **Corporate outplacement and spouse relocation:** Provide consulting services to employees (and/or their spouses) of downsizing or relocating companies.
- ♦ **Business writing and editing for companies, professionals and entrepreneurs:** Create and/or edit marketing letters, business plans, sales proposals, feasibility studies, catalog copy, sales presentations, website content, brochures, flyers, and feature articles.
- ♦ **Application essays for academic admissions:** Provide step-by-step guidance to applicants for writing cogent and polished personal statements.

1979 - 1983

WILLIAM C. BROWN, PUBLISHERS – Dubuque, IA – National textbook publisher.

Associate Editor – Kendall/Hunt Custom Publishing Division

- ♦ **Book acquisitions:** Traveled to college and university campuses in Florida, Georgia and South Carolina to identify potential authors and develop projects.
- ♦ **Project budget development:** Estimated publishing costs, planned book budgets and negotiated author royalties. Developed a promotional program for each project.
- ♦ **Author support:** Worked closely with authors during creative and production phases of first editions and subsequent revisions.

Early Background

SCHOLASTIC MAGAZINES, INC. – New York, NY

Publisher of periodicals and books for the primary and secondary school markets.

Associate Editor (Staff Writer) – Science World Magazine

- ♦ **Feature and news writing:** Wrote life science articles for a weekly science magazine. Reviewed research studies, selected topics and interviewed investigators.

AMERICAN INSTITUTE OF PHYSICS – New York, NY – Contract Copy Editor

Publisher of professional journals in physics and chemistry.

- ♦ **Copy editing and proofreading:** *Journal of Chemical Physics, Physics Review and Journal of Macromolecular Chemistry.*