

NANCY L. HOFFMANN
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R é s u m é

SKILLS:

- Content writing and design of web sites
 - Copywriting
 - Copy editing
 - Proofreading (expert in the *Chicago Manual of Style*, plus APA, MLA and Harvard formatting)
 - Superb Detail and Organizational skills
 - Data Entry
 - Transcription
 - Expertise in Microsoft (Word/Excel/PowerPoint), Photoshop, Illustrator, ImageReady, Dreamweaver, plus CSS and HTML coding.
 - Languages: French (fluent), German and Spanish (conversational), and Arabic (three years of study in Syria, Turkey, and the US)
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PROFESSIONAL EXPERIENCE:

LEGAL PROOFREADER

On Call at Top-tier Global Law Firms, Including:

Baker & McKenzie, Clifford Chance LLP, Davis Polk & Wardwell LLP, Hughes, Hubbard & Reed LLP, Ropes & Gray, Debevoise and Plimpton, and White & Case; **New York, NY (2011-Present)**

OFFICE MANAGER

Fawn Realty Corp., 137 5th Ave., New York, NY (10/18-4/19)

- Greeted clients and answered the phone for a company managing commercial co-op buildings.
- Scanned and organized all files from the past 14 years, both on the network and in physical files.
- Sent out memos to shareholders and tenants about events or repairs taking place in their building, and kept work logs up to date.
- Assisted tenants and supers when necessary with paperwork, as well as with any problems or repairs that needed to be done.
- Ensured the all Certificates of Insurance were up to date.
- Created a calendar for all building violations and ensured that the necessary steps were taken before the hearings.
- Ordered oil for boilers and kept log of purchases.
- Managed all incoming and outgoing mail.
- Organized the supply room and kept supplies up to date.

RECEPTIONIST

ASG Fifth Avenue, New York, NY (8/17-3/18)

- Greeted clients for tenant businesses (ASG rents small office spaces).
- Distributed mail.

- Placed real estate ads for the company.
- Managed key distribution and showed properties to prospective clients.
- Cleaned public spaces, including bathrooms and kitchen.

CONTENT MANAGEMENT SPECIALIST

Audible/Amazon, Newark, NJ (10/15-9/16)

- Proofread podcasts (from NPR, Bloomberg, Heritage Radio Network, and other sources).
- Transcribed many of these podcasts before proofreading.
- Worked remotely with a team in Chennai, India.
- Adhered to the Chicago Manual of Style when proofing.

OFFICE MANAGER, MARKETING DIRECTOR & PERSONAL ASSISTANT

Chiropractic & Wellness Care Center, New York, NY (9/10-12/10)

- Processed insurance information and verified patient status with each carrier; mailed all claims to insurance companies.
- Answered phones; scheduled appointments; welcomed patients as they entered the waiting room.
- Took inventory; ordered and organized supplies and products; communicated with vendors.
- *Acted as Marketing Director:* attended marketing seminars, health fairs and conferences; created and implemented a marketing plan; obtained speaking engagements and webinars; handled all blogging and social media.
- *Acted as Personal Assistant to the doctor:* maintained his calendar; took dictation and handled all correspondence.
- Set up special computer and utilized foot scanner for patients requiring scans; printed out and analyzed results.
- Totaled and balanced receipts; printed out daily summary of patient visits/activities and daysheet.
- Cleaned entire office suite (4 patients rooms; waiting area; office spaces); maintained office décor.
- Prepared rooms upon completion of appointments (4 rooms total); maintained doctor's supplies in these rooms.

DATA ENTRY SPECIALIST

American Red Cross, New York, NY (12/02-4/03)

- Entered data for a complex new disaster incident and victim tracking system for the ARC on a temp basis, as a Webgrrls International member.

SUPERVISOR

Waterfall Communications, Design & Production Department, New York, NY (11/99-10/00)

- Trafficked the production of corporate websites (waterfallgroup.com; i-latina.cc; discoverimbuktu.com; melcinarosas.com; gda.com) and 2D and 3D image creation and animation (utilizing Photoshop, Fireworks, Flash, Illustrator; collaborated on site implementation in Flash and Dreamweaver). Also wrote and managed their content.
- Produced all printed materials for clients (in various languages) in a wide range of industries, including Pharmaceutical, Financial, Entertainment, Tourism, Consumer and Fashion.
- Solicited new business and liaised with our major clients (including Grey Healthcare Group/Phase V).

SUPERVISOR

Morgan Stanley, Art Services Division/Creative Services Department, New York, NY (7/99-11/99)

- Managed design projects, including assignment delegation and client liaison, for print and multimedia.
- Evaluated performance of 30 design employees; held weekly staff meetings and reviewed status reports from art directors.
- Recruited new talent on the internet, reviewed portfolios, interviewed candidates, and created a detailed report (in Excel), to evaluate the cost-effectiveness of my search efforts.

PRODUCTION DEPARTMENT DIRECTOR

Intercontinental Greetings, Ltd. (Licensing Agents), New York, NY (5/98-7/99)

- Produced all printed materials, including conceptual product lines, logos, stationery, etc.; directed all digital production.
- Recruited artists (in 4 languages) for surface design clients; negotiated contracts; selected existing images for Intercontinental to represent.
- Attended--and worked at--trade fairs, both here and in Germany.
- Conducted all correspondence pertaining to artists whose work we represented.

EXECUTIVE ASSISTANT

Northwestern University (Engineering Sciences Department), Evanston, IL (2 years—prior to 1998)

- Wrote and edited grant proposals.
- Did the bookkeeping for all of the grants, including payroll for teaching assistants.
- Kept the Chairman's calendar and acted as his Personal Assistant.
- Recruited and trained my assistants, utilizing my teaching skills from my Masters Degree.
- Functioned as principal trouble-shooter for all machines and scheduling conflicts.
- Supervised two secretaries and managed all workflow in the departmental office.
- Organized and hosted all colloquiums, acting as staging manager: obtained all necessary A/V equipment.
- Handled travel and hotel arrangements for guest speakers, and purchased and catered/presented the food.

GRADUATE ADMISSIONS SECRETARY

Northwestern University (Material Sciences Department), Evanston, IL (3 years)

- Produced all recruitment mailings to prospective graduate students.
- Handled all correspondence through the entire admissions process with each student (from first contact to application to final rejection or acceptance).
- Typed research papers for professors (including complex mathematical formulas), plus some student theses.
- Organized and hosted all colloquiums, acting as staging manager: obtained all necessary A/V equipment, and catered/presented the food.

Extra Experience at Northwestern University:

- Taught ESL to graduate students' wives in special NU night classes.
- Designed and produced the Materials Science Newsletter.

EDUCATION:

- **MAT and Reading Specialist Certification:** National Louis University, Evanston, IL (GPA 4.0)
- **BA/Fine Art Major:** Scripps College, Claremont, CA (GPA 3.5).
- **HS Diploma and National Merit Scholarship Runner-Up:** New Trier Township HS, Winnetka, IL (GPA 3.75).

LANGUAGES:

- **English, French** (fluent); **Spanish, German** (conversant); **Arabic** (3 years' study in Syria, Turkey, and the US).