

STEFANIE R. SANEV aka STEFANIE AUGUST

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508-246-1166

EXPERIENCE

Currently operate www.saugustcreative.com , a consulting, writing, and development service for authors, academics and entrepreneurs. Services include:

WRITING

- Assist with appropriate formatting requirements including APA, Chicago and MLA.
- Management of book content and layout including: editing, proofreading, formatting, ghostwriting, and research
- Create literature reviews and methodology development from print and online materials, help to collect, organize, and analyze qualitative and quantitative statistics per subject, create presentations in Powerpoint or Excel as required.
- Editor for effective grammar and collation/organization of writing as required per syllabus.
- Edit writing and presentations as presented by clients. Utilize MS Word Track Changes or Google Docs comments to show editorial suggestions, etc.
- Assist in maintaining writing schedule by ensuring timelines as outlined by syllabus are met.

DEVELOPMENT

- Business plan development including demographic research, financial projections, general operations, sales and marketing strategy
- PR and marketing sales through Internet, trade shows, brick and mortar bookstores.
- Content development for websites, Facebook pages, etc.

TigerKat Publishing, Inc.

2012-2017

Book & music licensing production company.

www.tigerkatpublishing.com

B&B Talent

2008-2012

Creative consulting, strategic planning, and production service in arts and entertainment.

Rapha Publishing

Vanity press and book development service.

2004-2007

Stefi Sanev Presents

1990-2004

Creative consulting, strategic planning and production service in arts and entertainment.

Columbia Artists Management, Inc.

1987 -1989

Booking Assistant to National Booking Director & Staff

P.A.S. Artist Group

1983-1987

Administrative Assistant to Director

SKILLS

- Advanced knowledge of Microsoft Word, PowerPoint, Excel, Publisher, Internet, Outlook, Google Docs, and Dictation/Transcription, learn new computer programs and systems rapidly, type 55 plus WPM
- Website/publishing development applications include: Webs.com, Wordpress.com, BookSmart.com, CreateSpace.com, Smashwords.com
- Social media knowledge includes Facebook, Twitter, LinkedIn and MailChimp
- Skilled multi-tasker and researcher, with strong data and analytic abilities

EDUCATION

University of Bridgeport, CT , Bachelor of Music cum laude – 1983, GPA 3.4, Dean's List - 1982

Completed 2 years of Master's program in Finance, Golden Gate University, San Francisco, CA

References and project samples upon request