

PATRICIA L. MAGNUS
6289 Aventura Drive, Sarasota, FL
Email: patricia.l.magnus@gmail.com

OBJECTIVE

To obtain freelance transcription, writing, and editing positions.

WORK HISTORY

Transcriptionist, Verbatim Transceedings *1985 to present*

Transcription and proofreading of legal speeches and presentations for CCEIA, Fordham and the American Bar Association.

Transcriptionist, Magnus WP *1982 to present*

My first transcription job was for a marketing research firm in 1984. I used a tape player and pressed rewind a lot. Technology has certainly improved over the years. Since then, I have transcribed legal lectures, podcasts, interviews, speeches, focus groups, light medical interviews, teleseminars and UN speeches. I 'Google' everything and am meticulous about adhering to formatting instructions.

Content Writer, Content Monster, FL *2010 to 2012*

Research and content writing non-fiction articles for a variety of different websites.

- Cancer Research, Real Estate Purchasing, Health and Fitness, Product Marketing

Tutor (K-6), Sarasota, FL *July 2005 to present*

Main responsibility involves assessing and correcting learning difficulties. I create a plan the entire family participates in and then continue to tutor until the problem has been resolved.

President, Magnus Books, Sarasota, FL *Dec. 1986 to present*

I opened a subsidiary of Magnus Word Processing so that I could become a publisher. During this time I learned everything involved in self-publishing. I have published or edited a dozen non-fiction books.

President, Magnus Word Processing, Stamford, CT and Sarasota, FL *1983 to present*

I began my freelance career helping small businesses become organized electronically. Primary responsibility was to ascertain proper hardware and software and train staff. I worked for a variety of different companies in this capacity. I also edited, proofread and transcribed documents across various industries.

Prior Work History Available Upon Request

EDUCATION

Beloit College, Beloit, Wisconsin *1979/1980*

BA English, MAT (Master's of Arts Teaching)

Throughout college I worked in the Educational Development program at the college.

- Attended educational seminars, edited dissertations.

REFERENCES

Numerous, upon request.