

# Nicholas Sergi

## **An ambitious creator skilled in writing, editing, eCommerce, and customer service**

Stroudsburg, PA 18360

[Nicholas.Sergi@gmail.com](mailto:Nicholas.Sergi@gmail.com)

(570) 801-0915

A driven, goal-oriented professional with over fifteen years of experience in writing and editing, with an ability to learn and diversify with complimentary skills in order to undertake any and all challenges that will be presented going forward. Currently a Partner in a small, eCommerce business, handling all aspects of sustaining and building the company including (but not limited to) writing company, conducting SEO research, and managing all aspects of inventory control and order fulfillment. Recently developing skill sets in video editing and rendering using Adobe Premier Pro, Davinci Resolve, and AVS, as this process is both creatively fulfilling and in high demand. Well-versed in Microsoft Office, WordPress, Quark Express, and Adobe FrameMaker. Friendly and always willing to help, and eager to learn to new skills.

### Website Optimization & eCommerce

- Performed search engine optimization for an eCommerce website
- Reformatted eCommerce website using WordPress, and added a blog as well as social media links
- Restocked supplies and fulfilled orders for an eCommerce company

### Editing and Composition

- Written and composed news stories for various periodicals as well as resumes for VP-level clients.
- Instituted a blog for a start-up company and created the content therein.
- Revised and clarified do-it-yourself manuals for a mold testing kit intended for home use.
- Extensive graphic design experience, including the page layouts and pagination of a daily newspaper.
- Have completed an assortment of freelance projects, including (but not limited to) business-oriented articles, news stories, entertainment reviews, novels and screenplays.
- Assembled an inspirational PowerPoint presentation for display on a company's Intranet web site.
- Edited and reformatted complex technical documents to match original UNIX versions.
- Edited and formatted scores of documents while part of the editorial staff for a college literary publication.

### Leadership, Education, and Public Relations

- Served as an instructor and a leader of an extra-curricular science club for grade-school children.
- Served as an instructor for Horizons for Youth at Northampton Community college.
- Conducted telephone surveys and learned about the needs and opinions of consumers.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

---

### **Partner / Customer Service / Order Fulfillment**

Home Health Science - East Stroudsburg, PA

January 2010 to Present

Partner

Manage all aspects of running a small eCommerce Business, aside from inventing the product itself. These include (but are not limited to) writing website content for both company websites (including [www.moldcheck.com](http://www.moldcheck.com)) and the Amazon page, adding new written and video content, conducting optimization research, ordering supplies, and fulfilling orders as they come in. Held position as Partner to oversee all aspects of the business for the past three years after working within the company since 2010.

- Provided assistance to clients
- Answered phone and assisted customers with changes
- Inventoried stock
- Explained products and benefits
- Maintained up-to-date knowledge of customer accounts

### **Freelance Writer**

Pocono Business Journal - East Stroudsburg, PA  
December 2007 to June 2008

Researched business-to-business topics and conducted interviews, composed articles for published periodical

### **Resume Writer**

Allen and Associates - Maitland, FL  
March 2006 to August 2006

Wrote resumes (mostly in the "semi-functional" format) for vice-president level clients, often working from surveys and questionnaires filled out in advance

## Education

---

### **BA in Literature Studies**

Richard Stockton College of New Jersey  
1996

## Skills

---

- Writing (10+ years)
- Wordpress (4 years)
- Recreation (4 years)
- Adobe Creative Suite
- Layout Design
- Blogging
- Adobe Dreamweaver
- Search Engine Optimization (SEO)
- DaVinci Resolve (Less than 1 year)
- Adobe Premiere Pro (Less than 1 year)

## Links

---

<http://www.moldcheck.com>

## Publications

---

### **Artifice Breached**

<http://www.artificebreached.com>

January 2017

This is an experimental novella that, while quite abstract, was intended to feel like satire of storytelling itself, inspired as much by B-movies of the 50s and the comic panel The Far Side. The project also afforded me the opportunity to try self-publishing, so that I might consider publishing more "serious" work using the same process.