

Debra DiGiacomandrea

1301 57th Avenue North
St. Petersburg, Florida 33703 USA

●debradigi@aol.com

●727.225.5955

Portfolio: <https://debradigiacomandrea.journoportfolio.com>

SKILLS

- Newspaper, magazine & legal-style writing
- Copy editing, proofreading, newsletters
- AP style & Chicago Manual of Style
- MS Office, QuickBooks
- Facebook social media, publicity
- Office management, customer service
- Visual merchandising & retail sales
- Stage performance: CoMotion Dance Theatre; Hip Expressions, Harem Hafla concerts (& on Carnival Cruise Lines, CNN)
- Medical case management (10 yrs.)
- Legal guardian certificate
- Spanish, Italian language – fair proficiency
- News photography; former typesetting, page design for sports scores & obits
- Suncoast Soccer League, Division A player, regional/international competing (15 yrs.)
- Community organizing

EDUCATION

Bachelor of Arts: Political Science

University of South Florida
Pi Sigma Alpha Honor Society

Certificate: Italian Language

Università per Stranieri, Perugia, Italy

A.A. Degree & Post-graduate studies

Communications, Dance (1995/96 award)
St. Petersburg College

LEGAL EXPERIENCE

Guardian Assistant (on call) 2014-2017

- Located, evaluated, organized assets & possessions of Wards for court inventories.

Paralegal - Philip McLeod, Esq. 2000-2003

- Wrote legal pleadings, interviewed clients.

Paralegal - Richard McCrory, Esq. 1989-1995

- For Florida Power's outside trial attorney
- Wrote legal pleadings, trained law clerks.
- Managed trust fund, scheduling, exhibits.

FREELANCE WRITER SUMMARY/HIGHLIGHTS

- Wrote** sales & trade show materials promoting EEI Recycling & Dow Chemical Company; edited webpages, ads; upgraded bookkeeping.
- Wrote** in-depth business feature on vintage restoration shop for Victoria British Ltd. automotive catalogs & website (2015).
- Edited**, fact-checked 400-page historical textbook *Drake's Bay*: text, indexes, charts, illustrations, maps in two-year project for author.
- Created publicity campaign** for CoMotion Dance Theatre & Moving Current Dance Collective – generating high profile in regional media, increasing brand name & grants.
- Wrote** lifestyle, dance features & investigative environmental news for *Tampa Tribune* & *Clearwater Sun* metro dailies; *Tampa Magazine*.
- Wrote technical sales copy** for three (64-pg.) automotive parts catalogs & parts installation instructions for Vette Products/Vette Brakes, increasing manufacturer's sales by 125%. Wrote trade magazine ads.
- Designed, wrote marketing proposal & PR campaign** for Sand Castle Group netting \$300,000 in corporate sponsorships & attracting half-a-million tourists & international press to 3-week "*Atlantis, World's Largest Sand Castle*" event on Treasure Island. Wrote souvenir booklet.

ADDITIONAL EDITORIAL/MANAGEMENT EXPERIENCE

Merchandise Restorer/Visual Merchandiser 01/2017 – 06/2020

CASA Community Thrift Shop (for nonprofit domestic violence shelter)

- Assessed donations & researched designer brands; restored & priced goods; created trendy displays increasing sales. Trained volunteers.

Weekend Manager, Cleaner, Editor (on call) 12/2013-03/2017

Twins Inn (and at Air BnBs for John Sun, property developer)

- Managed office, reservation system, housekeeping & beachside pool.
- Oversaw restoration crews; edited website; organized financial records.

Office Manager (on call) 01/2014- Present

Glenn's MG Repair & British Car Restoration

- Oversaw office, bookkeeping, payroll for 9 staffers. Set up parts dept.

Proofreader, Quality Control Transcriber 04/2003-02/2009

Executive Reporting Service (major regional court reporting firm)

- Proofread, fact-checked on demand 100-375 pages daily of legal transcripts, medical depositions. Set up successful collections program.

Newspaper Reporter/Photojournalist 01/1978-09/1985

St. Petersburg Times/Evening Independent (top "10" metro daily)

- Wrote enterprising, breaking news stories on daily deadlines; took 35mm photos, beat competition. Trained correspondents. In national awards for hurricanes & Sunshine Skyway bridge disaster coverage.

