

Brian Siano

4321 Larchwood Street, Philadelphia, PA 19104

Home Phone: (215) 386-7606

Email: bsiano@bellatlantic.net

Homepage: <http://www.briansiano.com>

Education

Temple University, Bachelor of Arts, English. 1981 - 1985

- College of Arts and Sciences Honors Certificate, 1983.

Career History

Office Systems Coordinator/Administrative Assistant B, Center for Clinical Epidemiology and Biostatistics, University of Pennsylvania School of Medicine, Philadelphia, PA

7/94 – 9/2000

- Responsible for many aspects of office management, including coordination of schedules and group meetings, maintenance of contact lists and addresses, and arranging for travel itineraries and logistics.
- Performed standard secretarial duties, such as filing, typing, dictation, office inventories, and ordering of supplies.
- Administrated “Introduction to Epidemiology” course for first-year medical students. Duties include typesetting and design of course manuals, maintaining student records, and supervision of the production of course materials (syllabi, answer sheets, exams and evaluation forms). Designed spreadsheets used for grading, instructor scheduling, and course evaluation. Developed Web pages used in course. Maintained Email mailing-list aliases for students and instructors.
- Prepared manuscripts for submission to scientific journals. This required reformatting manuscripts to meet the formats of medical journals, and the use of Reference Manager software to develop bibliographies.
- Assisted in preparation of research grant materials, including submissions of NIH PHS-398 grant forms.
- Evaluated and adapted Windows applications for unique projects. Also assisted other support staff in the use of Microsoft Office applications.
- Compiled Educational Database material for tenure consideration.
- As part of the Center’s support staff, I helped develop and write an “OSC Manual” to help orient new support employees to the center’s procedures.

Administrative Assistant, The National Disease Research Interchange, Philadelphia, PA.

1988 - 1992, 4/93 - 3/94 as temporary assignment

- Administrated company's computer network system (Novell Netware v 2.20). Duties included creating and maintaining user accounts, miscellaneous troubleshooting, arranging computer filing subdirectories, instruction of staff in use of word processing and network software, suggesting modifications to customized database software, system maintenance (including regular backups), and devising procedures for computer use and maintenance.
- Was responsible for general administrative tasks, ordering of office supplies, typing of correspondence, daily administrative procedures, etc.
- Planned and implemented standardized use of Word Perfect word processing features for office use, including the use of a “Rolodex” system of my own design.

- Assisted in the assembly of documents, mailing lists, data presentations, documents for grant reports, quarterly reports, and conference proceedings. This required extensive use of spreadsheet, graphing, design and desktop-publishing software.

Residency Secretary, Temple University Hospital, Department of Obstetrics and Gynecology.

1992 - 1993 (Temporary assignment)

- Responsible for coordinating the applications and department's interviews for Resident Physician positions. This required maintenance of files for applicants, extensive coordination of interview schedules, and the composition of rejection and notification letters.
- Coordinated arrangements for lectures, and medical student schedules.
- Designed system for handling Final Grade evaluations for OB/GYN students.
- Upgraded office computer systems' Word Perfect installations, and tutored staff members about its use.

Organizer, Secretary and Newsletter Editor, The Delaware Valley Skeptics.

1987 - 1991

- Assembled 1,300+ direct-mail solicitations for newsletter subscriptions.
- Was responsible for media contacts and all phases of quarterly newsletter production; research, writing, editing, layout, and distribution.
- Arranged speakers for conventions, talk shows, and group assemblies.

Computer Skills

- Developed Web site, using **Macromedia Dreamweaver**, devoted to series of historical novels. <http://www.briansiano.com/flashman>
- Extensive experience with: **Microsoft Office** applications Word, Excel, Outlook and Powerpoint, including design of macros and templates; **Ecco**, a personal information manager (contact manager, calendar, database); **Adobe Acrobat** as a document archiving system; **PaperMaster** (2.0 and 3.0) a document filing system; **Word Perfect** (5.1 for DOS, some use of Windows versions); **Reference Manager**, bibliographical software; **Netscape Navigator**, including Calendar
- Substantial experience with: **Corel Draw** (7.0), **Adobe Pagemaker** (6.5), **Word Perfect** for Windows
- Some experience with: **Microsoft Access**, **FoxPro** for Windows

Publishing History

Free-lance Writer.

1988 – Present

- “The Devil’s Laughter” *Free Inquiry*, in press.
- “Blue Smoke, Mirrors, and Designer Science: How the Public Relations Industry Compromises Democracy” *Skeptic*, Vol 7., No. 1, 1999
- “Unity, Diversity and Evolution: A Review of *Consilience* by E.O. Wilson.” *Skeptic*, Vol. 6 No. 1., 1998
- “Michael Moore: He’s Unarmed, Except for the Weapon of Satire,” Book review, *The Philadelphia Inquirer*, September 15, 1996
- “The Bell Curve Collapses,” *Skeptic*, Vol. 4, No. 4, 1996.
- “The Great Political Correctness Panic,” *Skeptic*, Vol. 4, No. 3., 1996
- “Humanist Error,” *In These Times*, May 15, 1995

- "Watching on the Rhine," *Skeptic*, Vol. 2, No. 4., 1994
- "Apocalypse Soon," *Philadelphia City Paper*. April 30, 1993.
- "Satanic Panic," *Philadelphia City Paper*. October 23, 1992. (Cover story.)
- "The Fringes of Reason," book review, *Skeptical Inquirer*, Fall 1989.
- "Irrational Computing," article on home computer database system, *Antic* magazine. January 1989.
- "High Weirdness by Mail," book review, *Skeptical Inquirer*, Winter 1988-1989.

Senior Editor and Columnist, *The Humanist* magazine

1992 - 1994

- Wrote bimonthly column on science and contemporary culture.
- Assisted in defining the magazine's overall direction-- content, "theme issues," design, soliciting articles from various writers, etc.

Hobbies and Interests

- Woodworking, blues and world music, essays, film technology, literary history, maintaining my house.