

Brian Siano

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Technical Skills and Experience

- Extensive experience with **Microsoft Office** applications **Word**, **Excel** and **Powerpoint**, including design of macros and templates.
- Video photography, editing and post-production with **Adobe Premiere Pro** and associated Adobe-based production software
- Website design and administration using **Wordpress** and **Macromedia Dreamweaver**
- Graphics, document and forms design using **Corel Draw**, **Adobe InDesign** and **Adobe Acrobat**
- Academic and research work with **Reference Manager** and **Endnote**, bibliographical software, and **Blackboard**, a software system for administrating university coursework

Career History

Administrative Assistant, Department of Biomedical Engineering, University of Pennsylvania, Philadelphia, PA (Temporary assignment)

9/2013 – 11/2013

- Designed Wordpress websites for the Penn Biomedical Microfluidics Center (<http://pbmc.seas.upenn.edu>) and the Institute for Medicine and Engineering (<http://ime.med.upenn.edu/>). Required interfacing with the SEAS IT department for account creation, selection and testing of plugin programs, assembling design elements such as lab photographs, and organizing website content for prospective researchers. Also tutored laboratory staff in use of Wordpress, and prepared short instruction manual documenting the site.
- Responsible for assembling and formatting a major NIH P30 grant, to ensure that the document met the NIH's design requirements. Duties included document design and layout, creation of bibliographies, and overall quality control.

Free-Lance Video Production, Philadelphia, PA

1/2009 - Present

- Produced, directed, photographed and edited video productions, including live event coverage, commercials and coverage of theatrical productions, public service and community activism videos, and promotional book trailers. Projects have ranged from short YouTube videos to fully-produced DVDs and Blu-Ray discs. (See my portfolio website, <http://briansiano.com/> or my [Media Resume](#) for details.)

Administrative Assistant, Department of Physics and Astronomy, University of Pennsylvania

1/2013-5/2013

- Responsible for updating and refining department website, including posting of news items, keeping contact information up-to-date, and making content changes.
- Developed OpenScholar website for scientific conference.
- Responsible for processing H-1B and J-1 visa applications for visiting scholars and employees.
- Revised department key inventory, for accuracy and ease-of-use.
- Maintained and updated alumni contact lists.

Website Designer and Consultant, *The Philadelphia Public Record*, Philadelphia, PA

4/2012-Present

- Redesigned the Wordpress-based website for the *Philadelphia Public Record* (<http://www.phillyrecord.com/>), using the editor's design requirements.
- Developed protocol for posting stories to facilitate automated layouts.
- Tutored employees on procedures for updating new stories and changing layout options.

Administrative Assistant, Department of Biomedical Engineering, University of Pennsylvania, Philadelphia, PA

8/2006 – 12/2009

- Performed administrative duties for department director, including correspondence, proofreading, scheduling, coordination of mailing lists, design of Powerpoint slides.
- Created instructional videos illustrating in-house laboratory techniques, which included scripting, photographing, sound recording and editing.
- Coordinated correspondence regarding reviews for scientific journals.
- Prepared manuscripts for submission to scientific publications. Designed Word templates for this purpose. Compiled bibliographical database using Endnote.
- Coordinated a scientific symposium on Systems Biology. Designed publicity materials and booklets and assembled mailing lists for invitations. Designed Adobe Acrobat form used for electronic registration.
- Updated and designed department websites.

Administrative Assistant (Part-Time), Department of Urology, Hospital of the University of Pennsylvania, Philadelphia, PA

7/2002 – 7/2006

- Assisted in preparation of research grant materials, including submissions of NIH PHS-398 grant forms.
- Prepared manuscripts for submission to scientific publications. Designed Word templates for this purpose. Compiled bibliographical database using Reference Manager.
- Prepared graphics for scientific papers and presentations from microscope cameras; developed systems for combining false-color images for enhancement.
- Composed and designed Powerpoint presentations for scientific conferences, including embedded animations and movie files to illustrate scientific research.
- Coordinated applications for postdoctoral positions.
- Wrote instruction and procedure sheets for laboratory equipment, including computer-based microscopic imaging systems.
- Composed and proofread correspondence.
- Designed and administrated department website.

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
- 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.

Education

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

- College of Arts and Sciences Honors Certificate, 1983.

Hobbies and Interests

- For the past ten years, I have been an officer and board member for the Friends of Clark Park, a community organization for West Philadelphia's largest public park.
- Woodworking, home renovation, essays, film technology, literature and history.

Employment References

Scott L. Diamond, Ph.D.

Arthur E. Humphrey Professor of Chemical and Biomolecular Engineering
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Harold I. Feldman, M.D., M.S.C.E.

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Personal References

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