

Experienced, Versatile, and Available Now:
Technical, Proposal, and Business Document Editor, Writer, and Coordinator

I. CAREER SUMMARY

Availability

Available at This Time for Temporary and Temp-to-Perm Work in technical, proposal, or educational publications development, editing, and writing in metro Washington, DC or Baltimore, Maryland.

Most Recent Project: I served six months as technical and proposal writer for Audio Visual Systems of Chantilly, where I also updated, edited, and rewrote marketing collateral, printed and on line.

Recent Proposal Customers include L-3 Stratis and KPMG in 2013, with intelligence community key personnel resume work. In the second half of 2012, served a five-month assignment as Proposal Coordinator for Verisign, Inc., global Internet infrastructure and protection provider, with focus on distributed denial of service (DDoS) protection for large customers domestic and international. Legally sensitive work includes proposals at Verisign, and contract narrative for Lightsquared partnered with Nokia Siemens. Served as Proposal Coordinator with Iron Mountain Government Services, or IMGs, for six months in 2009 and 2010.

Audiences: Versatile and adaptable, writing for technical, operations, management, and lay consumer audiences. Have worked with companies large and small during periods of transition due to acquisition, rapid growth, complex partnerships, or standards-driven change. Experienced and comfortable in diversity, international, and cross-cultural environments.

US citizen; no clearance.

Four Recent Major Non-Proposal Projects

- Reorganized and rewrote a 150-page BPR report for HUD's Office of the Chief Procurement Officer, or OCPO.
- Edited about 1,000 pages of complex 4G LTE broadband contract documents for Lightsquared with Nokia Siemens Networks, addressing technical, performance, governance, management, and legal issues.
- Edited and QC'ed a 100-plus-page Stage 2 Risk Assessment summary report for USAID and the Rwandan Ministry of Health.
- Edited a 100-page data, video, and voice communications Technical Master Plan for DHS at St. Elizabeth's.

20-Plus Years' Experience, Primarily Contracting, in Technical Publications

- **Document Management, Processes and Quality:** Developed, standardized and implemented document procedures, formats, vocabulary, acronyms and other conventions for successful CMM levels 2 and 3 certifications. Develop and implement methods-based document life cycles and procedures, process improvement, CM, version control, QA, and QC. Experienced with SharePoint, Documentum, Privia, DropBox, Acronis ActivEcho, FTP, and BCI's The Manager™ document management and movement tools.
- **Style Guides:** Experienced with the *Chicago 15th Edition*, *GPO 2000*, *New York Times*, *Wall Street Journal*, and project-specific style guides.
- **End User and Administrator Procedures:** Researched and wrote user, customer and admin procedures for military and civilian customers, including database administration, Deltek payroll, help desk and call center operations and management, DOD listening post and inventory management systems, "green" energy utility marketing, and RF test transmitter hardware and software. Training materials and "quick start" guides for US Army Engineer officers and others; trained novice NIH clerical users on line.
- **Proposal, Task Order, and Major RFP Work** for federal secure WAN, systems development, declassification, law enforcement and security, and for commercial wireless communications.

- **Tasks:** RFP and RFQ compliance. Research, write, edit, review, and format documents. Manage volume review cycle CM, QA and version control. Interview technical, management, and partner SMEs. Collect, organize, categorize and maintain boilerplate for repositories, and for specific bids.
- **Content:** Key personnel resumes, past performance, corporate capability, transition, management, roadmap for enterprise-wide upgrades, scoring factors and weighting, technical compliance, and executive summaries.
- **Proposal Customers** range from growing 8(a)s to large, global corporations.
- **Other Projects Include:** Business Process Reengineering. Database administration. Local and wide area networks. Data communications virtualization. Telecommunications - data, voice, and video; terrestrial and satellite-based broadband. Federal government physical security and law enforcement. Aerospace, manned and unmanned. Inventory management and reporting, military and civilian. Pharmaceutical, financial and banking procedures. Software development life cycle, user procedures, and training. Professional, commercial and proposal resumes. Employee-audience technical and policy guides.

Major Customers, from Growing 8(a)s to Global Corporations

- Battelle Memorial Institute, Crystal City, Virginia for the US Navy.
- Baltimore Gas & Electric, Woodlawn, Maryland.
- CACI, Chantilly and Arlington, Virginia and Elkridge, Maryland.
- CSC, remotely for Fort Worth, Texas, and DoD schools in Germany.
- Deloitte, remotely for USAID and the Rwandan Ministry of Health.
- Freddie Mac, McLean, Virginia.
- Grumman Space Station PSC, Reston, Virginia.
- IBM Corporation, Bethesda, Md. and Manassas, Virginia.
- Intelsat, Washington, DC.
- Iron Mountain Government Services (IMGS), Ashburn, Virginia.
- KPMG, McLean, Virginia
- L-3 Stratis, Reston, Virginia
- LightSquared with Nokia Siemens Networks, Reston, Virginia.
- Lockheed Martin, Reston, Virginia and Woodlawn, Maryland for the USAF and Social Security Administration, respectively.
- Nextel Communications (pre-Sprint), Reston, Virginia.
- Northrop Grumman, McLean and Chantilly, Virginia.
- The Red Cross, Rosslyn, Virginia.
- SAIC, McLean, Virginia.
- SOSI, Reston, Virginia.
- Sylvan Learning Systems, Baltimore, Maryland.
- Thomas & Herbert Consulting for Housing and Urban Development (HUD), Rosslyn, Virginia.
- UPS RoadNet, Timonium, Maryland.
- US Army, Navy, Air Force and Intelligence Community in numerous locations.
- Vangent, Inc., Arlington, Virginia.
- Verisign Inc., Reston, Virginia
- Windward ITS for Eyak Tek and for CA Technologies, Ashburn and Herndon, Virginia, respectively.

Education

- BA in English, Franklin & Marshall College.
- International schools and university in Tokyo and Yokohama, Japan, throughout adolescence.

Samples, Detailed Work History, and References on Request

Experienced, Versatile, Available: Technical and Proposal Editor and Writer

II. PUBLICATIONS WORK HISTORY

July 2014
to Jan. 2015

Technical and Proposal Writer and Editor, Audio Video Systems, Inc. (AVS), Chantilly, Virginia
Work closely with engineering and management SMEs; write and edit bid, sales, and marketing documents for standard and for custom systems. Maintain and update document templates and marketing materials. Suggest marketing directions and activities based on AVS' strengths, the current federal market for AV services, and the competitive broader AV industry environment. Expect to be invited to return when business improves.

June 2014

Proposal Writer and Editor, Premier Technologies, Columbia, Maryland
A part-time, short-term project writing compliance matrix and volume outlines for a federal bid.

June through Aug.
2013

Proposal and Technical Writer, L-3 Stratis, Reston, Virginia
Served on a team editing and compiling IC candidate resumes into the customer's repository in a large, mature environment of well-organized procedures and tools.

Late Feb. to
Apr. 2013

Proposal Editor and Writer, KPMG, McLean, Virginia
Researched and edited federal government audit proposals, with a focus on resumes and past performance. Helped maintain the past performance repository, and update and format resumes.

Aug. 2012 to
Jan. 2013

Proposal Manager/Coordinator, Verisign Inc., Reston, Virginia
A five-month assignment coordinating, researching, editing, and otherwise preparing proposals for this global Internet infrastructure firm, bidding to customers in the US and internationally, with a focus on DDoS and malware protection and domain management. Edited additional corporate customer-facing marketing documents as needed. Created and maintained proposal repository in SharePoint. Conducted non-Shipley process improvement.

May into June
2012

Proposal Resume Analyst/Editor, SOS Inc., Reston, Virginia
Analyzed, edited and formatted linguist resumes for a large DEA bid; evaluated and scored candidates' experience and credentials. Performed copy edits and QA for narrative sections.

March 2012

Technical Editor, Remotely for Deloitte in Behalf of USAID and the Rwandan Ministry of Health
Editing and QA for a 100-plus-page Stage 2 Risk Assessment summary report for the Ministry, focused on the Kabgayi School of Nursing and Midwifery, or KSNM. Public Financial Management (PFM) areas included Budgetary Systems, Budget Execution, Procurement, Human Resources and Payroll, Ordering and Payment of Invoices, Information Technology, and Control Environment.

Jan. 2012

Proposal Editor, Remotely for Jim Bos LLC - Sustainable Elevator Consulting, Plano, Texas
Performed edits and QA for a proposal to the Transportation Research Board of the National Academies regarding airport elevators and escalators.

Since Nov. 2011

Proposal Editor on Call, Remotely for CSC, Fort Worth, Texas and DoD Schools, Germany
Edited proposal materials for legacy aircraft maintenance for NASA, and for the National Data Buoy Center (NDBC); edited an IT white paper for DoD dependent schools in Europe.

Sept. and Oct.
2011

Proposal Editor/Writer, Vangent, Inc./General Dynamics IT, Arlington, Virginia

Edited and rewrote executive summary, technical section, key personnel resumes and past performance for bids to the University of California and OPM; other material as required. Held this position concurrently with the CSC assignment, above.

July 25, 2011

Proposal Editor, Indus Corp., McLean, Virginia

An intensive one-day assignment editing key personnel resumes and other materials.

June 29 -
July 8, 2011

BPR Writer/Editor, Thomas & Herbert Consulting LLC, Rosslyn, Virginia for HUD OCPO

Reorganized and rewrote the 150-page Business Process Reengineering report, *The Future State of Acquisition*, for HUD's Office of the Chief Procurement Officer, or OCPO. The report focused on research procedures, analysis, benchmarking to peer agencies' successful practices, findings, the business case for change, and recommendations in the five key areas of Organization and Management Structure, Workforce and Training, Policy, Processes, and Information Technology.

March 21 -
April 22, 2011

Technical Writer and Editor, Windward Technologies, Herndon, Virginia for CA Technologies

Documented a series of workflow procedures for cloud computing virtual and physical machine provisioning and management. End customer: CA Technologies.

Jan. 10 - 12,
2011

Proposal Editor, CACI, Elkridge, Maryland

A three-day task editing key personnel resumes, small business, and transition plans for DoD proposals.

Sept. - Dec.
2010

Contract Copy and QA Editor, LightSquared, Reston, Virginia

Fourteen-week assignment as the sole editor on the team creating 1,000-plus pages of contract documents for a very large 4G LTE satellite and terrestrial wireless broadband deployment with Nokia Siemens Networks. The contract covers complex and detailed performance, technical, governance, management and legal issues. Performed document QC and QA; coordinated the documents' review cycle and version control on SharePoint. Created, edited and maintained presentations on PowerPoint.

Nov. 2009 -
June 2010

Proposal Coordinator, Editor, Writer, Iron Mountain Government Services (IMGS), Ashburn, Virginia

Performed a number of roles in this six-months-plus assignment with this non-Shipley shop, working in close cooperation with marketing and management colleagues locally, and at IM corporate headquarters.

- Coordinated the activities and deliverables for the overall team, including management, service area marketing, SME, writing, and production and delivery personnel.
- Analyzed incoming RFPs and RFQs for the requirements for planning, preparing and scheduling the bid. Prepared, maintained and distributed detailed bid compliance and component milestone checklists, identifying and. Identified and collected standard components, such as subcontracting plans and ORCA certification. Monitored project status and the team's compliance with these requirements, following up on schedule slippage as needed, as the bid evolved.
- Determined and prepared for production and delivery, electronic, hardcopy, or both. Focused on the document's visual quality and elegance, as well as accuracy and completeness of contents. Coordinated printing and delivery with the vendor Mimeo.Com.
- Maintained the SharePoint proposal repository. Other tools included Enterprise Proposal Wizard and Adobe Acrobat 9 Pro.
- Coordinated and performed document QC and QA, editing, formatting, review and version control of original and "boilerplate" documents. Specialties: Key personnel resumes, past performance materials, and corporate capabilities by NAICS code.
- RESULTS: Prepared bids to organizations including FDIC, SSA, NSA, VA, the US Navy; coordinated IMGS' bid for MOBIS certification. Won repeat and original business. Conducted

process development and improvement.

*Sept. 14 - 29,
2009*

Technical Editor, iGov, McLean, Virginia for FEMA DHS

Edited the complex, 100-plus page data, voice, and video communications Technical Master Plan for the DHS HQ campus at St. Elizabeth's, detailing enterprise security and virtualization issues, requirements, advantages and technologies.

Aug. 13, 2009

Proposal Editor, STG, Reston, Virginia

A single-day assignment with a team editing proposal narrative against a tight deadline.

July 2009

Proposal Resume Writer, General Dynamics IT, Chantilly, Virginia

Researched, interviewed candidates for, wrote and edited resumes for instructional and logistics candidate personnel for a major intelligence community bid.

*May 11 - 19,
2009*

Proposal Editor, Temeku Technologies, Herndon, Virginia

Managed document review, CM, version control, and QA and QC for technical and cost volumes, including BOEs, for a bid to the US Coast Guard.

*Feb. 23 and 24,
2009*

Proposal Editor, Northrop Grumman IT, McLean, Virginia

A brief assignment editing and organizing key personnel resumes and past performance narrative for a bid to the US Army Corps of Engineers.

*Oct. and Nov.
2008*

Technical Writer, Freddie Mac, McLean, Virginia

Edited and organized Performing Loans procedures for Freddie Mac, and loaded them into The BCI Group's "The Manager"™ repository tool suite.

*Sept. 1 and 2,
2008*

Proposal Editor, STG, Reston, Virginia

Joined a last-minute, two-day surge team for editing proposal narrative and candidate resumes for a global payroll management system bid to the Department of State. Used Privia document manager.

*May into July
2008*

Proposal Researcher and Writer, SAIC, Vienna, Virginia

Worked on multiple proposal projects at SAIC. Researched and wrote technical response theme narrative, and checked compliance with the RFP for management, technical, and transition responses of a document declassification bid to the intelligence community. Wrote appendix summaries for an enterprise software development bid to the FDA. Researched, organized, and wrote resumes for key personnel.

*Nov. 2007 into
Jan. 2008*

Proposal Researcher and Writer, TKC Technical, Fairfax, Virginia

Researched, wrote, edited and organized corporate past performance contract and task order information to enhance speed, accuracy and completeness of repository search and retrieval. Worked with colleagues to clarify and improve document standards and life cycle procedures; compiled and edited individual "services provided" items as needed.

Sept. 2007

Technical and Proposal Writer and Editor, CACI, Chantilly, Virginia

A three-week assignment performing editing, quality, and some writing of US Army Resource Management Tool contract deliverables, data migration procedures, and some contract expansion proposal materials against dynamic priorities and tight end-of-fiscal-year deadlines.

*Jan. into
Mar. 2007*

Technical Writer, WRSystems Ltd., Fairfax, Virginia

Wrote Deltek Costpoint payroll procedures for fulltime and occasional users, enabling WRSystems to

comply with DCAA audit requirements while qualifying for additional federal contracts.

Oct. 2006

Proposal Writer and Editor, Verizon FNS, Ashburn and Reston, Virginia

A brief assignment researching and writing past performance and key personnel resume material for large classified DoD communications and networks. Helped beat critical, short notice deadlines under constantly shifting priorities.

*June to Sept.
2006*

Technical Writer, Northrop Grumman Health Solutions, Chantilly, Virginia

Created and maintained documents for developers, installers and users of DoD medical care IT systems worldwide, in a department undergoing post-acquisition organizational change. Member of a four-person team working to standardize formats and procedures for document development.

Feb. 2006

Technical Writer, EyakTek, with Windward CG and AC Technologies, Dulles, Virginia

A brief assignment documenting the pre-installation setup of WAN server enclaves for the US Navy's SPAWAR project. The project uses Sun, Netcool, and Oracle products.

*Oct. to Dec.
2005*

Senior Writer / Proposal Writer, MVM Inc., Vienna, Virginia

Wrote and edited proposal copy for federal government physical security and law enforcement bids, domestic and overseas, under dynamic deadline conditions. Developed document process procedures and improvement.

Sept. 2005

Proposal Writer and Editor, Calnet Inc., Reston, Virginia

Wrote and edited proposal copy for overseas Homeland Security activities. Formatted and merged multiple files; suggested standards and procedures for document configuration management and format consistency.

June 2005

Proposal Writer and Editor, RS Information Systems, Inc. (RSIS), McLean, Virginia

A short assignment writing and editing prospective partners' past performance materials for a large federal bid. Interviewed management and technical SMEs by email and by phone. Adapted quickly and successfully to tight deadlines and extra hours.

*Sept. to Dec.
2004*

Technical Analyst and Writer, Pre-merger Nextel Communications, Reston, Virginia

A contract position in a complex team organization that developed a large wireless RFP in a dynamic environment. Performed formatting, editing, version control, and QA for the vendor roadmap development module. Weighted and prioritized individual questions and requirements. Consulted with SMEs and evaluators. Edited and maintained the Scoring Guidelines and Procedures guide. In other activities, managed iterations of comments and changes for business negotiation documents, and wrote management process presentation materials.

*June, July
2004*

Technical Writer, CSSI, Bethesda, Maryland

Responsible for developing document standards and procedures, and for introducing Reader Focused Writing (RFW) and the federal government's Plain Language Initiative in this small ISO 9001 shop. Wrote and edited contract deliverables.

Feb. 2004

Technical Writer and Editor, NTT Verio, N. Springfield, Virginia

A three-week assignment editing, updating, and reformatting call center help desk procedures for a post-acquisition international enterprise customer support center.

Aug. 2003

Proposal Writer and Editor, Innolog, McLean, Virginia

One-week assignment writing original proposal text including Partnering, Business Problems, and Managing the Integrated Team. Writing samples available.

*Dec. 2001-
Mar. 2002*

Writer and CMM Level 2 Librarian, Bart & Associates, Inc., Bethesda, Maryland

In this three month assignment, created and began populating an online library for this small 8(a) firm's successful bid for CMM Level 2.

- 1998-2001* **QA Analyst and Writer, Lockheed Martin for the Social Security Administration, Woodlawn, Maryland**
Responsible for document QA, QC, and process improvement for 25 managers' reporting to the Social Security Administration during this shop's successful preparation for CMM Level 3 certification. Reviewed and edited Lockheed Martin work products for clarity, accuracy, and compliance with standards, formats and conventions. Advised developers and project managers on documentation standards, procedures and shortcuts. Revised templates in the Forms Directory. Used the GPO and Chicago manuals. Mentored a new employee in developing user manual formats.
- 1997-98* **Technical and HTML Writer, Sylvan Learning Systems, Baltimore, Maryland**
Designed, wrote, and maintained several versions, on and off line, of the Help Desk Procedures Guide for single owner call center personnel. A thirteen-month contract during a period of rapid expansion and corporate transition.
- Writer / Editor, Ernst & Young, Bethesda, Maryland**
Documented a financial management software package in Windows. Reviewed and validated user procedures and online help files.
- 1996* **ECP Writer, GTSI, Chantilly, Virginia**
Wrote a series of reports documenting IC4I Ethernet LAN components' compliance with the specs on an order fulfillment for a USAF activity.
- Series of Very Short Assignments, Including:**
- 1. Technical Writer, Red Cross, Rosslyn, Virginia**
Short job editing and maintaining procedures for tracking and reporting on contaminated blood supplies.
- 2. Technical Writer, NPRI, Fairfax, Virginia**
Short job editing and maintaining training and help desk procedures for the Mellon Bank's call center.
- 1995-96* **Proposal Writer, Proposal Factory (TPF) and PESystems, Herndon, Virginia**
Created and edited text and graphics for a bid to the Air Force for intelligence reporting services, focusing on project management and quality control.
- Worked, at intervals, with TPF from 1988 to 1998. TPF has a win rate of over 40 per cent. Adapted rapidly to a wide range of mixed teams and growing, transitional companies.
- 1995* **Proposal Editor, Proposal Factory and Lockheed Martin, Reston, Virginia**
Edited management, technical, and resume material for a very large USAF bid.
- Technical Writer, Moffett, Larson & Johnson (MLJ), Arlington, Virginia**
Researched, wrote, validated HW and SW manuals for cellular and wireless engineering.
- 1994* **Proposal Writer / Editor, Proposal Factory and Digital Systems Research, Arlington, Virginia**
Standardized document version control. Wrote and edited proposal copy.
- Technical Publisher, TRW, Greenbelt, Maryland**
For a high-pressure, integrated transitional team contract startup with Goddard Space Flight Center, set up and maintained the hard copy tech library and its online catalog. Drafted and implemented formatting guidelines and templates for QA and production of TRW deliverables, and procedures for document traffic with the customer.
- Technical Writer / Editor, Shimadzu Scientific Instruments, Columbia, Maryland**
Re-wrote ESL technical translations from Japanese into useable English. Created user documentation for scientific instrument testing software.

Proposal Writer / Editor / Assembler, Proposal Factory and PSC, Fairfax, Virginia
Edited, wrote, and assembled proposal materials for the DEA. Version and configuration control.

Technical Writer, Trident Document Systems, Landover, Maryland
Created user documentation for tracking FDA status of pharmaceutical products.

1993 **Technical Writer, Baltimore Gas & Electric, Baltimore, Maryland**
A seven-month assignment writing reference manuals and online help for custom business and marketing applications in Gupta and PowerBuilder.

Proposal Writer, Federal Data Corporation, Bethesda, Maryland
Wrote HW and SW maintenance plans on a winning bid for IBM-based high speed printing systems and service.

1992 **Technical Writer, LaDorn Systems, Landover, Maryland**
Researched and wrote production QA and security procedures and auditable forms, for handling confidential GSA material.

Technical Writer, Naval Medical Center, Bethesda, Maryland
Researched, designed and wrote LAN and WAN installation survey documents.

Technical Writer, Bell Atlantic Telephone, Greenbelt, Maryland
Created a user manual for a CLIPPER-based production scheduling system.

Technical Writer, Power Computing, Fairfax, Virginia
Documents for a Novell LAN at Headquarters, Army Corps of Engineers.

Proposal Editing and Production, PRC, McLean Virginia
Supported the successful AFCAC bid with production and some editing.

1991 **Presentation Graphics Author, Battelle Crystal City, Virginia**
Designed, created, and edited management briefings and presentations, B&W and color, supporting US Navy CALS (Computer-Assisted Acquisition and Logistics Systems).

Proposal Writer, Proposal Factory and Atlantic Research (ARC), Springfield, Virginia
Wrote and edited material for a proposal to the U.S. Navy CALS project.

Proposal Writer, Centel Federal Systems, Reston, Virginia
Forged technical material into unified narrative for a major federal proposal.

Technical Writer, Intelsat, Washington, DC.
Assembled, edited a computer systems spec for satellite traffic planning and management.

Technical Editor, IBM Federal Systems, Bethesda, Maryland
Edited user and system documentation for BookManager READ/MVS, an online document system. Updated and validated the online help function.

1989-90 **Standards Analyst, RoadNet/UPS, Timonium, Maryland**
Researched, developed, and published employee orientation and user procedures for email, telephone, hypertext and other systems for UPS' dedicated client-server startup in Timonium, Md. Documented the SW development life cycle and QA standards, guidelines and forms, hardcopy and on line.

1988-89 **Proposal Graphics Author, The Proposal Factory, for ISN, Bethesda, Maryland**
Edited and created proposal graphics; coordinated graphics and writing standards, production procedures, version control, and QA. Researched, wrote, and produced technical and marketing graphics and text.

1987-88 **Presentations and Graphics, Grumman Space Station PSC, Reston, Virginia**
Created engineering and management briefing packages, reports, functional schematics, tables, and

statistical graphics for engineering, management, government, and congressional audiences.

- 1987 **Technical Writer, Institute for Modern Procedures, Alexandria, Virginia**
Researched, designed, wrote, validated and produced two user manuals for an inventory management system conversion for the US Navy.
- Copy Editor, Honeywell FSO, Herndon, Virginia**
Ten-day assignment copy-editing a 2000 page proposal for the V22 Osprey simulator.
- 1986-87 **Technical Writer / Editor, USPS, Lanham, Maryland**
Researched, wrote, maintained, and validated new and existing user documentation for systems supporting USPS nationwide.
- 1986 **Technical Writer, Engineering Research Associates, Vienna, Virginia**
Researched and produced manuals for five levels of user for USAF's SENTINEL BRIGHT I, a CBI system for cryptologic linguists.
- 1984-85 **Technical Writer / Editor, Calculon Corp., Germantown, Maryland**
Wrote system user, training, and maintenance manuals for DOE.
- 1983-84 **Technical Writer / Trainer, Kinton, Inc., Bailey's Crossroads, Virginia**
Created and validated ground combat tactical, technical, and command-and-control correspondence subcourses for the US Army Corps of Engineers. Designed, researched, wrote, and produced a modular users desk guide for a secure global database system for managing Army materiel. Wrote prescript for training video. Trained ADP-naive clerical users on line at National Institutes of Health (NIH) for DELPRO, a large business accounting system; manned a user hotline. Shortened average training period from five days to three days.
- 1982-83 **Business Researcher / Writer, Design and Funding, Inc., Baltimore, Maryland**
Researched and wrote business feasibility studies and recommendations for proposed new products and services. Addressed marketing, technical, competitive, environmental, regulatory, manufacturing, and other perspectives. Focused on products in industrial safety, communications, toys, and automotive.
- 1981-82 **Resume Writer, American Resume Service, Springfield, Virginia**
Created original resumes for a wide range of commercial, government, academic and NGO clients, at many levels of responsibility.