



## PROFESSIONAL EXPERIENCE

### The Aerospace Corporation, El Segundo, CA 2001 - Present

#### Internal Communications Staff Technical Writer

Advance the goals of the Corporate Communications and Public Affairs Division by creating effective communications that engage readers and portray the corporation's scientific and technical capabilities in a clear, concise, and compelling manner. Synthesize input from multiple stakeholders to produce instructions and directives that convey a unified and comprehensive corporate approach. Research, write, edit, and produce a broad range of informational material to meet immediate and long-term communications needs. Disseminate content via diverse print, digital, and social media channels. Serve as liaison between Corporate Communications and other departments focused on quality management, mission assurance, and national policy-making efforts. Apply creative insights and knowledge of desktop publishing and digital communications to enhance the publication process.

#### Senior Technical Advisor


Provided strategic support to senior management of The Aerospace Institute, the educational branch of The Aerospace Corporation. Researched and developed processes to enhance departmental efficiency and organizational effectiveness. Installed and managed open-source collaborative learning environment using LAMP stack. Wrote and edited training materials, video scripts, user guides, and executive communications. Produced print and online publications using Adobe desktop publishing suite. Generated regular departmental status reports for management distribution. Coordinated activities of functional teams and interdepartmental working groups. Provided creative direction for new strategic learning initiatives.

#### Director, The Aerospace Press

Director of The Aerospace Press, the publishing branch of The Aerospace Corporation. Managed a staff of senior technical editors, writers, and designers engaged in the production of books, magazines, and online multimedia presentations targeting scientists, engineers, and government decision-makers. Produced and optimized digital content for Web presentations using software tools and coding skills. Generated designs and layouts for print and digital publications using Adobe desktop publishing suite. Ensured timely delivery of polished communication products to suit corporate and customer needs. Defined and implemented process improvements to enhance efficiency and cross-platform portability. Maintained relationships with copublisher and printing press. Directed marketing and promotional efforts and ensured consistency of corporate brand. Provided overall strategic direction, budgets, staffing, and operational management.

#### Senior Technical Writer

Editor of *Crosslink*, a print and Web-based publication focused on the research of The Aerospace Corporation in support of national defense programs. Managed all aspects of production, including planning, writing, editing, layout, graphic design, quality assurance, and conversion to HTML. Established procedures and protocols. Worked with authors, advisory board, corporate officers, legal department, and security detail to ensure technical accuracy and secure public release of information. Provided infrastructure assessments, including software and equipment needs. Generated budget projections and staff needs.



## **ADDITIONAL EXPERIENCE**

### **Editor-in-Chief, Digital Media Division**

#### **Canon Communications, LLC, Los Angeles, CA**

Managed a suite of online magazines targeting the medical device manufacturing industry.

Responsible for strategic and financial planning, content management, joint ventures, promotion.

Managed staff of editors and freelancers. Wrote and edited feature content and produced e-mail newsletter. Coded and optimized HTML, JavaScript, PERL/cgi, and PHP/MySQL scripts. Performed basic system administration, software installations for Apache/Linux server.

## **EDUCATION**

### **University of North Carolina at Greensboro**

Master of Fine Arts, Writing

### **Cornell University, Ithaca, NY**

Bachelor of Arts, English

## **COMPUTER**

Adobe Creative Suite (InDesign, Photoshop, Illustrator). All major MS Office programs. HTML/XML/CSS. PHP. MySQL. JavaScript. WordPress. Drupal.

## **SPECIAL**

Held U.S. Government "secret" clearance.

Speaking knowledge of French, German, Italian, Russian, Spanish.

