

EDITORIAL MANAGEMENT PROFESSIONAL

Navy Veteran and detail-oriented Writer/Editor with 10 years of experience in crafting compelling content across various platforms. Adept at creating engaging articles, blog posts, and marketing materials that resonate with diverse audiences. Proven track record in editing and proofreading to ensure clarity, coherence, and adherence to style guidelines. Skilled in managing multiple projects simultaneously while meeting tight deadlines. Strong background in collaborating with cross-functional teams to deliver high-quality content that drives brand engagement and achieves organizational goals. Committed to continuous improvement and staying current with industry trends to produce innovative and impactful writing.

- Multilingual
- Plans | Policy
- Interpersonal Skills
- Compassionate Trainer
- Training and Development
- Performance Management
- Organizational Development
- Team-Oriented
- Strategic Thinking

PROFESSIONAL EXPERIENCE

Modus Operandi Inc. | Melbourne, FL 2022 – Present **Proposal Manager & Senior Technical Writer (2022 – Present)**

Secured \$11M in awarded proposals for FY23 by spearheading submissions within the business development team, achieving this within the first 10 months. Increased proposal submission rate by 68% through the implementation of a formal Shipley review process.

- Enhanced cross-team collaboration by leading a rigorous technical interview process, facilitated improved communication and alignment across multiple departments.
- Edited and optimized technical content for various media channels, ensured clarity and accessibility through print materials, scripted voice content, email, websites, and other electronic platforms.
- Ensured compliance with Section 508 by editing technical materials to meet readability and accessibility standards, improved overall content consumption for diverse audiences.

Social Media Manager (2022 – Present)

Revived LinkedIn and Facebook presence boosted leads by 37% through targeted content and engagement strategies. Established a marketing team within two months, resulted in a 400% increase in social media traffic; utilized Salesforce for opportunity management and tracked media campaign performance on a monthly and quarterly basis.

- Spearheaded business development and marketing for key conferences like ITSEC, Air, Space & Cyber, and Air & Missile Defense, drove a 22% increase in lead generation.
- Created and designed marketing materials, including whitepapers, brochures, and banners; coordinated logistics, travel, and stakeholder meetings for conferences.
- Led email marketing campaigns that secured three \$1M engineering services contracts by implementing strategic press releases and targeted outreach efforts.

UX and Graphic Designer (2023 – Present)

Selected as UX Designer for three \$2 million contracts with the Army and Air Force, delivering high-impact design solutions and meeting project objectives on time and within budget.

- Reduced cognitive load by 66% for logistics and intelligence analysts by leading user research and design efforts for requirements management and data analytics products, enhancing overall efficiency.
- Managed creative requests from primary and secondary stakeholders, ensuring user-centric design outcomes and improving user satisfaction by 40%.
- Led cross-functional teams to design and implement dashboards, achieving a 20% reduction in task completion time for end-users.
- Developed user interfaces that supported over 1,000 active users, enhancing data visualization and accessibility, which resulted in a 25% increase in user engagement.

U.S. Navy | Various Locations
Cross-Team Program Manager

2015 – 2022

Served as liaison for a three-star general, facilitated cross-branch integration with the Marine Corps into the U.S. Navy's Tomahawk Missile Program. Delivered technical training to 300+ personnel and managed stakeholder engagement, enhanced inter-agency collaboration.

- Recognized for outstanding program management and execution of international military exercises, including quality assurance for training and maintenance programs; achieved the highest inspection scores in the Pacific Northwest.
- Directed 300 Sailors in enterprise-wide emergency response training, resulted in a 20% improvement in readiness scores and exceeded inspection benchmarks across four major inspections within eight months.
- Developed and implemented a standardized project management system that reduced project delays by 30%, established clear communication channels, and improved overall departmental efficiency by 25%.
- Authored and edited engineering procedures and enterprise-level instructions resulted in a 15% increase in operational compliance and reduced error rates across the department.

VOLUNTEER EXPERIENCE

eLLe Global Woman Digital Magazine | Remote

2022 – Present

Passionate Health and Wellness Writer with a focus on educating and empowering women, particularly millennials, to lead healthier lives. With over 10 hours per month dedicated to volunteering as a columnist, I address critical health crises and advocate for impactful lifestyle changes through engaging and informative content. Experienced in crafting educational articles that resonate with women and inspire them to prioritize their well-being. Committed to making a positive difference by providing accessible health and wellness resources to the community.

Anglers for Conservation | Melbourne, FL

2022 – Present

As a dedicated Community Outreach Volunteer focused on environmental conservation, I contribute 10-35 hours per month to address local environmental concerns. In my role as Lead Writer/Editor for educational and community outreach grants, I implement SEO practices that increased website traffic by 38%, resulting in a 14% increase in volunteers. I leverage tools like Google Analytics to inform design and optimize SEO strategies, ensuring that our outreach efforts effectively engage the community and drive participation in conservation initiatives. My work has directly supported the growth of our volunteer base and expanded our impact on local environmental preservation efforts.

EDUCATION | TRAINING

Master of Business Administration | Drexel University | *In Pursuit*
Bachelor of Science, English | United States Naval Academy | Annapolis, MD
APMP® International | APMP® Bid and Proposal Management | Shipley
mindbodygreen | Functional Nutrition Coach
Google | Project Management Certificate

TECHNICAL COMPETENCIES

Software: Microsoft Office Suite 365 | Google Docs | Canva | Figma | Jira | Confluence | Salesforce
Operating Systems: Mac | Microsoft Windows