

Summary: An experienced, results-oriented communications specialist and researcher with over 20 years of writing, editing, research, and web experience, specializing in creative problem solving.

Prime Competencies

- ⊕ Report Writing/Editing
- ⊕ Proposal Writing/Editing
- ⊕ Ethnographic Research/Analysis
- ⊕ Evaluation Design and Analysis
- ⊕ Cross-Cultural Communication
- ⊕ Project Management

Professional Experience

Independent Editorial Consultant

Self-employed

October 2014 to present

Washington, DC

A flexible consultant able to proficiently edit, write, and research for various audiences, provide technical assistance and support for research and evaluation, and manage projects. Clients include:

- ⊕ QED Group LLC (GH Pro): Technical editing and report management (USAID publications).
- ⊕ Beta Research Associates: Evaluation design and research, proposal and technical writing (DHHS, DOJ).
- ⊕ IMA World Health: Technical editing (USAID project reports, fact sheets).
- ⊕ Dina Towbin & Associates: Technical editing (USAID project reports)
- ⊕ International Alliance for Responsible Drinking: Technical editing (WHO reports, organizing, fact checking).

Senior Editor/Project Coordinator

LTG Associates, Inc.

March 2010 to October 2014

Takoma Park, MD

Designed and managed evaluation projects, conducted evaluation research, produced and edited analysis reports, and provided literature and records research and analysis.

- ⊕ Mixed-method evaluation design and implementation.
- ⊕ Research and evaluation report writing and editing, proposal writing/editing (USAID).
- ⊕ Qualitative and quantitative data analysis and interpretation.

Communications Manager

Beta Research Associates, Inc.

2006—2009

Washington, DC

Provided technical communications and project management assistance for a research start-up.

- ⊕ Corporate communications (website, reports, promotional materials).
- ⊕ Proposal/grant writing and editing.
- ⊕ Research design and implementation.
- ⊕ Major association study management, including development, implementation, analysis, and reporting.

Information Resources Specialist

Population Technical Assistance Project

2000—2005

Washington, DC

Conducted an array of key communication services under this five-year, USAID-funded contract.

- ⊕ Edited over 100 major evaluation and technical agency reports.
- ⊕ Ensured federal government branding and standards compliance.
- ⊕ Conceived a static consultant database conversion to a web-based, interactive system with 500+ entries.
- ⊕ Developed the project website from static pages to an interactive resource.
- ⊕ Produced training manuals; wrote the staff newsletter and other project materials.

Project Manager

Omega World Travel

1999—2000

Fairfax, Virginia

Performed communications and management duties for the region's largest woman-owned business.

- ⊕ Wrote and coordinated corporate-level publications, brochures, press releases, and articles.
- ⊕ Managed the development of two new company websites.

Professional Experience (continued)

Project Assistant

1997

Smithsonian Institution

Washington, DC

Interned with the "Revealing Things" project, the Smithsonian's first completely online exhibition prototype.

- ✦ Developed and implemented project data collection survey methodology.
- ✦ Identified and interviewed 18 potential exhibition subjects.
- ✦ Conducted on-site survey interviews with 50 respondents.
- ✦ Provided interpretation and feedback.

Public Relations Contractor

1997

American Anthropological Association

Arlington, Virginia

Served a short-term public relations position for the release of a major association policy statement.

- ✦ Developed, wrote and coordinated a policy communications strategy.
- ✦ Informed news media and anthropologists about an associational position statement.
- ✦ Initialized document research and archiving.
- ✦ Created coaching materials.

Program Associate

1986—1988

World Learning Inc.

Brattleboro, Vermont

Covered a sixteen-state region as Midwest Program Associate for Marketing and Training.

- ✦ Developed and implementing national and regional marketing strategies and developed contacts.
- ✦ Appeared in several radio and television interviews; wrote press releases and other media materials.
- ✦ Recruited, trained and/or advised 80 program volunteers.
- ✦ Conducted annual seminars and training workshops with host families and international students.

Media Relations Coordinator

1986

Youth for Understanding

Washington, DC

Served a short-term media relations position covering a six-state region.

- ✦ Generated an above-quota number of host family and volunteer leads.
- ✦ Developed and implemented public relations activities.
- ✦ Worked daily with dozens of program volunteers and host families.
- ✦ Assisted with administrative functions.

News Correspondent

1984—1986

Tampa Tribune

Tampa, Florida

Covered various beats and wrote general news and features as a correspondent and editor.

- ✦ Published nearly 150 news and feature articles.
- ✦ Wrote hundreds of weekly community news columns for two news bureaus.
- ✦ Performed editorial duties on the central newsroom desk.
- ✦ Developed local news contacts.

Education

UNIVERSITY OF SOUTH FLORIDA

M.A., Applied Anthropology

B.A., Journalism, Sociology (dual major)

Tampa, Florida

May 1998

December 1982

Recently Edited Publications

2019: "Nourishing Lives and Building the Future: The History of Nutrition at USAID"

Online at: <https://www.usaid.gov/global-health/health-areas/nutrition/nourishing-lives-and-building-future-history-nutrition-usaid>

2019: "Performance Evaluation of USAID's Zika Response in the Latin American and Caribbean Region"

Online at: https://pdf.usaid.gov/pdf_docs/PA00TPZ8.pdf

2017: "USAID Neglected Tropical Disease Program 2016 Evaluation"

Online at: https://pdf.usaid.gov/pdf_docs/PA00SX7P.pdf

2017: "Final Performance Evaluation Report: Systems for Improved Access to Pharmaceuticals and Services (SIAPS) 2011-2015, Angola"

Online at https://pdf.usaid.gov/pdf_docs/PA00SVK8.pdf

2017: "USAID/MOLDOVA Review and GAPS Analysis of USG Investments." Internal USAID report

Selected Publications/Presentations

2019: "Design Anthropology Models," presentation, Society for Applied Anthropology

2016: "Practical Evaluation Research Design," workshop presentation, American Anthropological Association

2014: "The Future of Anthropological Practice," presentation, American Anthropological Association

2013: "Evaluation in Immigrant Community-Based Organizations," presentation, American Evaluation Association

2013: "Professional Training and Preparation," chapter in *Handbook of Practicing Anthropology*

2011: "Professional Training: What the Data Show," presentation, American Anthropological Association

2010: "Careers and Training of MA Anthropologists," research report to the American Anthropological Association

2008: "The Population Challenge: Key to Global Survival," research report to the Population Institute

Languages

Basic level: German, Spanish, French