

PROFESSIONAL EXPERIENCE

Arkansas Small Business and Technology Development Center University of Arkansas at Little Rock

Innovation Consultant (November 2009 to Present)

- Provide small business and university researcher clients with the proposal preparation assistance needed to acquire federal and state funding for new research and development projects
- Serve a lead role in preparing ASBTDC proposals that have helped the Center acquire consecutive grant awards from the Small Business Administration since 2010
- Lead statewide classroom workshops and national webinars on the Small Business Innovation Research (SBIR)/ Small Business Technology Transfer (STTR) federal funding programs
- Review SBIR/STTR proposal narratives and budgets using agency core review criteria
- Conduct focused, quantitative market research to enhance quality of client grant proposals
- Provide ASBTDC staff with best practices for conducting market research and reviewing proposals
- Write articles for the center's Lab2Launchnewsletter/blog and recruit guest bloggers
- Certified Business Advisor; Certified Technology Counselor, Certified Export Advisor
- Serve on SBIR review panels for National Science Foundation and US Department of Agriculture

Graduate Assistant (January – October 2009)

- Provided one-on-one consulting for innovative Arkansas entrepreneurs that included proposal preparation guidance and market research support
- Conducted multiple reviews of client grant proposals using agency core review criteria
- Wrote articles for the Center's biweekly newsletter

Dassault Falcon Jet

Associate Technical Writer (August 2008 – January 2009)

- Wrote chapter components of the Supplemental Maintenance Manuals and Systems Description Selection documents for customized luxury aircraft
- Wrote components of the Illustrated Parts catalog and created associated html links
- Coordinated with logistics engineers and illustrators to ensure timely production of maintenance manuals and parts catalogs for each aircraft

EDUCATION

M.A. Professional and Technical Writing

University of Arkansas at Little Rock

Thesis: *Impact of the Extension's Soybean Podcast Alerts: A Case Study*

May 2010

M.S. Animal Science, focus on Animal Physiology

University of Arkansas, Fayetteville

May 2005

B.S. Biology

University of Arkansas, Fayetteville

May 2003
