

RICK A. RICE – Technical Communications – Writer/Editor/PM

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KEYWORDS:

Writing and editing; technical writing/editing; IPTV; network hardware and software; telecommunications, emerging markets; service provider; bid developer; deal; marketing communications; research documentation; proposal development; project management; procedure guide; help system; software user guide; tutorial; training materials; participant and leader guide; case study; feasibility study; EIR; editorial writer; news and feature writer; interviewer; researcher; project manager; marketing coordination; ASCE; TRB; graphic design; website design and management; architecture; engineering

SUMMARY:

- Skilled writer and technical editor
- Strong information gathering, source development skills
- Skilled at writing research abstracts, summaries, syntheses of research
- Effective project manager
- Knowledgeable of online resources
- Conversant with the most commonly used style guides
- Versatile and creative

EDUCATION:

B.A., English/Journalism,
Fort Hays Kansas State
University

ADDITIONAL TRAINING:

Certificate in Technical
Writing - Webster Institute

JAVA and JavaScript
Programming - San
Francisco State University
(Extension)

Graduate Education in
Journalism - Ball State
University

TECHNICAL SKILLS:

Print Documentation: MS-
Word, FrameMaker,
PageMaker, Quark

Online Documentation:
FrontPage, FrameMaker

Rick Rice has more than 20 years of technical writing and editing, project and publications management experience, including: research papers; engineering and environmental studies; technical proposals for telecommunications, Internet Service Providers, architectural and civil engineering design projects; technical journals; software user guides, release notes, and tutorials; technical procedures and help systems; training materials; technical program management plans; and editorial (news and feature) development for commercial publications.

Rick is currently on contract with Caltrans to develop RFI and RFP for automation of the State of California's bulk fuel system. Earlier in 2007, Rick worked with KT Consulting, Inc., an IT consulting firm, where he performed proposal manager/writer/editor duties in the pursuit of Air Force and General Services Administration federal government contracts.

Rick completed an engagement with Cisco Systems' Proposal Experts group earlier in 2007, where he managed the development of bids. He was Bid Developer for a recently awarded \$1 million hardware network design "deal" (Cisco parlance) with an Internet Service Provider.

He played a pivotal role in the development of a Bechtel Mining & Metals feasibility study for a \$7 billion multi-faceted mining project in Saudi Arabia. He was also on Bechtel's winning proposal team for the Doha International Airport project in the Arabian Gulf country of Qatar. For Bechtel National, he and three other editors worked with a 180-person engineering team to develop a program management plan for a U.S. Army design-build chemical weapons disposal program.

Rick played an important role at the contract negotiation stage of Bechtel's joint-venture involvement in the Seattle Monorail Project, contributing to the development of the program management and work plans. All of these documents were developed to meet rigid technical (and in some cases legal) requirements, while meeting the needs of technical and non-technical audiences and adhering to state-of-practice standards for technical communications.

<p>(PDF), Doc-to-Help, RoboHelp HTML, HTML editing</p> <p>Programming: JAVA, C++, Basic; JavaScript</p> <p>Spreadsheet: MS Excel</p> <p>Project: MS Project, Visual SourceSafe (document control)</p> <p>Graphics: Illustrator, Visio, PaintShop Pro, Freehand</p> <p>Presentation: MS-PowerPoint</p> <p>Database: Visual SourceSafe, FileMaker Pro</p>	<p>Rick worked with Caltrans on the development of the final EIS/R for the I-880/SR 92 interchange project in Hayward, California. Nearly 10 years in development, he worked with the project leader to finalize the document for FHWA approval.</p> <p>He has supported the work of Dr. E.B. Lee, of UC-Berkeley's Pavement Research Center, in reporting on the development of technological innovations for the rapid rehabilitation of urban highway systems under high traffic volumes and heavy truckloads. This has included the development of papers for the prestigious journals of the American Society of Civil Engineers and the Transportation Research Board.</p> <p>Rick has developed end user materials (user guide, release notes, tutorials) for a software developer (Mentor Graphics), and procedure manuals and help systems for a financial services company (Legacy Marketing).</p> <p>Rick also publishes the popular website www.RARWRITER.com, which features his articles on a broad ranging community of creative artists.</p>
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EMPLOYER:	Stanfield Systems (Consultant)	LOCATION:	Folsom, California
TITLE:	Proposal Manager/Writer	EMPLOYMENT DATES:	October 2007 to Present
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ Manage RFI and RFP development ▪ Data gathering technical requirements ▪ Primary and secondary authorship ▪ Collaborate with stakeholders ▪ Graphics support ▪ RFI/RFP design <p>Rick is currently working with Caltrans on a contract through Stanfield Systems to develop RFI and RFP for the automation of the State of California's bulk fuels system, part of the homeland security initiative. He is developing RFI to qualify vendors for the automation of Caltrans' 220 bulk fuel stations scattered around the state. He is also working with Caltrans Information Technology and Division of Maintenance leaders to develop a detailed technical proposal, which is expected to be released in May 2008. He provides technical writing and technical editing services, expertise in proposal development, and data gathering (subject matter expert and secondary research) services. He is responsible for ensuring the accuracy, completeness, and overall quality of these proposal documents.</p>		
ACCOMPLISHMENTS:	Drafted RFI and RFP and managed the review and revision process		
SUPERVISOR:	John Wood (Caltrans) and Bart Battaglia (Stanfield)		
REFERENCE CONTACT:	<p>John Wood Project Management Office CA Department of Transportation 1120 N Street, Room 5438 Sacramento, CA 916-651-6532 (office) Email: john_e_wood@dot.ca.gov</p>	<p>Bart Battaglia Director of Technical Resources Stanfield Systems Inc. 718 Sutter Street, Suite 108 Folsom, CA 95630 916-358-7115 (office) 530-400-1769 (cell) Email: bart@stanfieldsystems.com</p>	

EMPLOYER:	KT Consulting, Inc.	LOCATION:	Antioch, California
TITLE:	Proposal Manager/Writer	EMPLOYMENT DATES:	June to August 2007
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ Manage proposal ▪ Analyze RFP ▪ Author from database ▪ Collaborate through SharePoint and CRM ▪ Graphics support ▪ Proposal design ▪ Compliance <p>Rick worked as a proposal manager/writer with KT Consulting (KTC), an IT and management consulting firm. His role included mapping responses to federal government proposals and writing specific sections using KTC database source material. He responded to proposals for the General Services Administration (GSA) and the Air Force Operational Test and Evaluation Center (AFOTEC). KTC offers: Program Support Services in IT Design, Implementation, Testing and Operations, Scientific and R&D Services, Management Advisory & Assistance Services & Logistical Operations, Healthcare Systems & Operations, and Professional Engineering Services; Managed Contract Vehicle Services; and Staff Augmentation.</p>		
ACCOMPLISHMENTS:	Responded with RFP-compliant proposals to the GSA and Air Force		
SUPERVISOR:	N/A		
REFERENCE CONTACT:	<p>Stephen Bolish Systems Engineer Booz Allen Hamilton 121 South Tejon Street, Suite 900 Colorado Springs CO 80903 719-387-3740 (office) 719-359-3310 (mobile) Email: sbolish@bah.com</p>		

EMPLOYER:	K&J Consulting, Inc. for Cisco Systems	LOCATION:	San Jose, California
TITLE:	Bid Developer	EMPLOYMENT DATES:	February 2007 to May 2007
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ Manage proposal ▪ Analyze RFP ▪ Author from database ▪ Collaborate through Cisco's proprietary web-based systems ▪ Proposal design ▪ Compliance <p>Rick developed proposals for Cisco Systems. As a consultant to the Proposal Experts team, he was assigned to account teams responding to RFP from service providers, often in "emerging markets," providing network hardware and software solutions (products) for Internet Service Providers, IPTV and telecommunications companies. Rick organized proposal kickoff meetings, worked in close coordination with account managers for the "deals" (Cisco terminology), clarified strategies, established and managed the proposal development timeline (including legal and finance review), and managed the development of the document(s). He managed a "workbook" approach to proposal development, which was used to identify the "virtual team," assign responsibilities for the technical response, identify and resolve "non-standards" and "futures" (products not currently available to be delivered at a future date), tracked development progress, and performed reporting and close-out duties. Rick authored from Cisco source documents and communicated with Systems Engineers and other subject matter experts to develop RFP responses.</p>		
ACCOMPLISHMENTS:	<ul style="list-style-type: none"> ▪ Proposal wins ▪ Contributions to Content Team <ul style="list-style-type: none"> ▪ Managed a winning proposal for RagingWire Enterprise Solutions, \$1M hardware network design ▪ Contributed to numerous proposal wins in IPTV, telecommunications and ISP contracts ▪ "Scrubbed" documents for Cisco Legal 		

SUPERVISOR:	Cindy Koelzer - Bid Manager
REFERENCE CONTACT:	N/A

EMPLOYER:	Innovative Technical Solutions, Inc.	LOCATION:	Walnut Creek, California
TITLE:	Proposal Writer	EMPLOYMENT DATES:	August 2005 to February 2007
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ Authored from database ▪ Analyzed federal government RFP ▪ Contribute to RFP response ▪ Managed input from subcontractors and contributors ▪ Managed and wrote Task Order proposals <p>Rick served as a proposal writer for federal government work, primarily for USACE, AFCEE, DoD, DOE, Navy, as well as for commercial contracts. He authored articles for related publications, including CenterView Quarterly magazine; interviewed engineers for data gathering purposes and wrote about their specific areas of experience and expertise; developed resumes and project descriptions; researched federal government contracting opportunities; developed flyers to promote ITSI's experience in niche engineering and construction markets; managed aspects of proposals, including contacts with partnering firms; provided technical editing services for ITSI marketing materials; wrote statements of qualifications (SOQ) for various niche market activities (e.g., environmental remediation; radiological decontamination and decommissioning; heavy civil construction; wetlands restoration; landfill closures; airfield renovations; vertical and horizontal construction; infrastructure).</p>		
ACCOMPLISHMENTS:	<ul style="list-style-type: none"> ▪ Contributed to over \$200M in federal government contracts ▪ Published articles in industry publications ▪ Maintained and developed personnel logs ▪ Developed marketing materials <ul style="list-style-type: none"> ▪ Contributed to a string of victories on proposals for large federal Indefinite Delivery/Indefinite Quantity contracts, including: Heavy Engineering and Repair Contract (HERC), Performance Environmental Restoration Multiple Award Contract (PERMAC), Multiple Award Task Order Contract (MATOC), Environmental Remediation Services Contract (ERSC), Sustainment/Restoration and Modernization Task Order Contract (SATOC) and others ▪ Published articles in CenterView Air Force Quarterly ▪ Interviewed engineering professionals to develop focused, detailed profiles 		
SUPERVISOR:	Carolyn Shearer - Proposal Manager		
REFERENCE CONTACT:	925-946-315, cshearer@itsi.com		

EMPLOYER:	Shaw Environmental & Infrastructure	LOCATION:	Concord, California
TITLE:	Proposal Writer	EMPLOYMENT DATES:	July to September 2004
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ Authored from database ▪ Managed input from subcontractors and contributors <p>ENVIRONMENTAL RESTORATION PROPOSAL: Rick provided writing and editing services for the Shaw proposal center in Concord, California. He has assisted in developing team qualifications and experience profiles and individual resumes, and with coordinating technical input from contributors. This was a single project engagement, done as a consultant technical writer/editor.</p>		
ACCOMPLISHMENTS:	<ul style="list-style-type: none"> ▪ Contributed writing <ul style="list-style-type: none"> ▪ Contributed writing and editing services to a wetlands restoration and bridge design and construction project in Southern California 		

and editing development of an environmental restoration project	
SUPERVISOR:	Audrey Moore - Proposal Manager
REFERENCE CONTACT:	N/A

EMPLOYER:	Bechtel Infrastructure (BINFRA)	LOCATION:	San Francisco, California
TITLE:	Technical Writer/Editor	EMPLOYMENT DATES:	March 2001 to February 2005
JOB DESCRIPTION:	<p>VARIOUS PROPOSALS: Rick served as a consultant to the BINFRA marketing communications group, writing and editing proposals for projects in the United States and abroad. He worked within a team of proposal specialists, as well as with project managers, engineers, and construction professionals at all levels of the organization. The group worked under tight deadlines to produce high quality, full-color documents using MS-Word augmented by Illustrator and PhotoShop graphics. Tasks included: Proposal development from project kickoff through delivery of finished product; Working collaboratively with subject matter experts to develop focused, compelling responses to RFP/RFQ requirements; Developing resumes for key project team members; Coordination of text development and review cycles; Technical edit of proposal documents; Coordination of production staff; Internet-based research; Authoring from Bechtel database; RFP/RFQ compliance.</p>		
ACCOMPLISHMENTS:	<ul style="list-style-type: none"> ▪ Winning proposals included the design of Doha International Airport (Qatar), and the DBOM Seattle Monorail project, among others. ▪ Worked in Seattle on the Program Management and Work plans for the Seattle Monorail project – sole technical writer/editor managing input from a joint venture team of subject matter experts (Bechtel/Jacobs) – developed detailed contract documents for legal and client review and project negotiations. ▪ Seconded to Bechtel Mining & Metals to work on the Ma’aden Aluminium Feasibility Study (see below) 		
SUPERVISOR:	Kat Gillis-Gleason – Former Senior Proposal Manager		
REFERENCE CONTACT:	kgillisgleason@sbcglobal.net		

EMPLOYER:	Bechtel (BINFRA) for Bechtel Mining & Metals (seconded)	LOCATION:	San Francisco, California
TITLE:	Technical Writer/Editor	EMPLOYMENT DATES:	November 2004 to February 2005
JOB DESCRIPTION:	<p>MA’ADEN ALUMINIUM FEASIBILITY STUDY: Worked with Bechtel Mining & Metals experts on a feasibility study for a \$7 billion project involving development of a bauxite mine, smelter, and refinery, as well as a railroad and an Arabian Gulf port for shipping raw and refined product. The work detailed the technical approach for the development of the resource, as well as Bechtel’s ambitious program of services to support the international work force required by the enormous scope of the project. Commissioned by the</p>		

editing and writing expertise <ul style="list-style-type: none"> Managed production of the two-volume, 1,600-page document 	Kingdom of Saudi Arabia, the program involved the selection of technologies, detailed design and construction plans, staffing and accommodation plans, a long-range plan for sustainable development, a marketing strategy, a complete financing plan, a security plan, and plans related to the cultural and religious requirements specific to accommodating a diverse work force in the Middle East. Rick was the only technical editor assigned by Bechtel to this massive study.
ACCOMPLISHMENTS: <ul style="list-style-type: none"> Managed final production, writing and editing of a 1,600-page technical report 	<ul style="list-style-type: none"> Worked with teams located in San Francisco, Australia and Saudi Arabia to finalize a highly technical feasibility study of the Ma'aden project Coordinated the efforts of contributors, including review and revision cycles
SUPERVISOR:	Michael Connelly - Bechtel Project Manager
REFERENCE CONTACT:	maconnel@bechtel.com . – Alternative: Brisbane Australia phone (61)-7-3295-1534 – Bechtel's M&M HQ – Mike is currently in So. America but may be reached through the Brisbane office.

EMPLOYER:	Bechtel (BINFRA) for Bechtel National (seconded)	LOCATION:	San Francisco, California
TITLE:	Technical Writer/Editor	EMPLOYMENT DATES:	May 2004 to July 2004
JOB DESCRIPTION: <ul style="list-style-type: none"> Perform detailed technical editing and re-write Reviewed the technical input of a 180-person engineering team 	PCAAP Chemical Demilitarization: Rick served on a Bechtel National team of technical editors for the intermediate design phase of a U.S. Army chemical weapons decommissioning program; cleared for work on FOUO documents; edited system and facility design descriptions, fire safety plans, and other documents; coordinated subject matter expert input, review, and revision.		
ACCOMPLISHMENTS: <ul style="list-style-type: none"> Completed the multi-volume documentation on time and on schedule to the approval of Bechtel National's project manager 	<ul style="list-style-type: none"> Managed review and revision cycles for highly technical documentation, working one-on-one with design engineers Achieved consistency in approach and document design Performed to the standards and guidelines developed for the project 		
SUPERVISOR:	Liz Van Houten – Consultant Technical Editor/Project Leader		
REFERENCE CONTACT:	415-515-3332		

EMPLOYER:	Bechtel Corporation for Caltrans (seconded)	LOCATION:	San Francisco, California
TITLE:	Technical Writer/Editor	EMPLOYMENT DATES:	June 2003 to February 2004
JOB DESCRIPTION: <ul style="list-style-type: none"> Manage final development of large 	FINAL EIR/EIS I-880/SR92 INTERCHANGE: Assisted Caltrans with the final development of an EIS/R for redevelopment of the I-880/SR 92 interchange, which involves redesign from a cloverleaf to a flyover concept,		

<p>EIS/EIR document</p> <ul style="list-style-type: none"> Manage input from contributors Perform detailed technical editing and re-write 	<p>including the addition of HOV lanes; also property acquisition, community outreach and relocation assistance, and extensive landscape planning. Provided final design and production of the three volume set, established a home page with links to PDF files, and posted the documents on the Caltrans website.</p>
<p>ACCOMPLISHMENTS:</p> <ul style="list-style-type: none"> Brought 10-year long EIS/EIR development to successful completion, gaining California DOT and Federal Highways Administration approval 	<ul style="list-style-type: none"> Managed final design and production of a three volume set of documents, including the technical and public response volumes Digitized and presented graphics, some of which had been developed years earlier in systems no longer in use in the industry, often working from one-of-a-kind printouts of earlier work
<p>SUPERVISOR:</p>	<p>Howell Chan – Senior Environmental Planner</p>
<p>REFERENCE CONTACT:</p>	<p>510-286-6350</p>

<p>EMPLOYER:</p>	<p>University of California, Berkeley – Pavement Research Center</p>	<p>LOCATION:</p>	<p>Richmond, California (Research Station)</p>
<p>TITLE:</p>	<p>Technical Writer/Editor</p>	<p>EMPLOYMENT DATES:</p>	<p>July 2003 to July 2006</p>
<p>JOB DESCRIPTION:</p> <ul style="list-style-type: none"> Performed detailed technical editing and re-write Managed input from Dr. Lee’s research team 	<p>LONG-LIFE PAVEMENT REHABILITATION STUDIES: Provided a range of editing services to Dr. E.B. Lee, who is leading a team of researchers in the development of new techniques for the rapid rehabilitation of urban highway networks under high volume traffic. Dr. Lee’s team has developed the innovative CA4PRS software, which provides a tool allowing highway departments (like Caltrans) to take an integrated approach to selecting the most cost effective strategies for replacing deteriorated pavements. Rick has supported Dr. Lee and his team in preparing papers for the prestigious journals of the American Society of Civil Engineers and the Transportation Research Board, as well as with technical reports.</p>		
<p>ACCOMPLISHMENTS:</p> <ul style="list-style-type: none"> Published technical papers in prestigious professional journals 	<ul style="list-style-type: none"> Developed papers, largely developed through the input of researchers for whom English is not a native language, that were accepted in the prestigious journals of the American Society of Civil Engineers and the Transportation Research Board Developed user guides for the CA4PRS software system for planning accelerated highway repair 		
<p>SUPERVISOR:</p>	<p>Dr. E.B. Lee – Senior Research Associate</p>		
<p>REFERENCE CONTACT:</p>	<p>510-231-5693, eblee@berkeley.ed</p>		

<p>EMPLOYER:</p>	<p>URS Corporation – Sciences Division</p>	<p>LOCATION:</p>	<p>Sacramento, California</p>
<p>TITLE:</p>	<p>Technical Writer/Editor</p>	<p>EMPLOYMENT DATES:</p>	<p>August to November 2001</p>
<p>JOB DESCRIPTION:</p>	<p>PROGRAM MANAGEMENT PLANS: Worked with specialists from a range</p>		

<ul style="list-style-type: none"> Performed detailed technical editing and re-write Managed input from URS technical team 	of scientific disciplines to develop studies on toxic sites (e.g., former military base, chemical manufacturing facility, oil refinery), as well as remediation and program management plans; responsible for technical editing, minor rewrites, and general quality control.
ACCOMPLISHMENTS: <ul style="list-style-type: none"> Contributed to program management plans for environmental cleanup 	<ul style="list-style-type: none"> Contributed to the development of program management plans for DOW Chemical's Pittsburgh (CA) site, and for the former McClellan Air Force Base near Sacramento
SUPERVISOR:	Karyl Hendrick – Senior Technical Writer/Editor
REFERENCE CONTACT:	916-679-2000

EMPLOYER:	Webster Associates for Legacy Marketing Group	LOCATION:	Petaluma, California
TITLE:	Technical Writer/Editor	EMPLOYMENT DATES:	May 1999 to May 2001
JOB DESCRIPTION: <ul style="list-style-type: none"> Research, analyze, write and edit detailed procedures of business processing Develop on line Help system HTML editing 	PROCEDURE MANUALS, HELP SYSTEM: Developed procedure manuals and online help systems for Legacy Marketing Group of Petaluma, California. Worked with several operations groups, trainers, and quality assurance personnel to identify and document best practices. Interviewed personnel throughout the business processing center and observed procedures. Beyond original authoring of documentation, provided technical editing services, including editing of HTML for function and consistency. Produced printed documents in MS-Word, which was also used to author help files, converted for online functionality using Doc-to-Help software (end product similar to RoboHelp).		
ACCOMPLISHMENTS: <ul style="list-style-type: none"> Created multiple volumes of procedure manuals, the company's first 	<ul style="list-style-type: none"> Developed procedure manuals for several divisions, including Licensing & Contracting and New Business Developed on line help systems Completed the documentation project within the planned two-year schedule 		
SUPERVISOR:	Rauno Saarinen – IT Consultant formerly with Legacy		
REFERENCE CONTACT:	707-782-0784, rauno@sonic.net or rauno.saarinen@gmail.com		

EMPLOYER:	Consultant (Self-Employed)	LOCATION:	SF Bay Area, California
TITLE:	Technical Writer/Editor	EMPLOYMENT DATES:	May 1997 to May 1999
JOB DESCRIPTION: <ul style="list-style-type: none"> Technical Writing/Editing Develop software User Guides, Release Notes, Installation Guides and on line tutorials 	Performed technical writing/editing services for a range of clients, a representative sample being: <ul style="list-style-type: none"> IKOS Systems (San Jose, California) - Assisted in the development of a range of highly technical end user documents for this San Jose, California-based software company that specializes in emulation programs for testing chip design. Worked with product managers, software engineers, and other technical writers in developing release notes, installation guides, online tutorials, and user manuals. Used FrameMaker for the development of printed materials and pdf files for 		

	<p>FrameMaker for the development of printed materials and pdf files for online presentation. (3 month contract – September-November 1997)</p> <ul style="list-style-type: none"> ▪ Other clients included a sportswear design, an energy efficiency company, and other
<p>ACCOMPLISHMENTS:</p> <ul style="list-style-type: none"> ▪ Updated User Guides for the company's core chip emulation testing software 	<ul style="list-style-type: none"> ▪ Developed User Guides, Installation Guides, Release notes for IKOS' two chip emulation testing core products ▪ Contributed to on line tutorial at IKOS
<p>SUPERVISOR:</p>	<p>Daniel Heenan - Product Manager, IKOS Systems (now part of Mentor Graphics)</p>
<p>REFERENCE CONTACT:</p>	<p>408-487-7167</p>

<p>EMPLOYER:</p>	<p>Royston Hanamoto Alley & Abey</p>	<p>LOCATION:</p>	<p>Mill Valley, California</p>
<p>TITLE:</p>	<p>Marketing Director</p>	<p>EMPLOYMENT DATES:</p>	<p>May 1994 to May 1997</p>
<p>JOB DESCRIPTION:</p> <ul style="list-style-type: none"> ▪ Develop all marketing materials ▪ Develop, implement and maintain the annual marketing plan ▪ Develop partnering network ▪ Outreach to prospective clients ▪ Research opportunities 	<p>Rick served three-and-a-half years as marketing director for this prominent landscape architecture and planning firm, which was founded over 40 years ago by Robert Royston and Asa Hanamoto, protégés of legendary designer Thomas Church. Rick wrote proposals for municipal, regional, state, and federal land planning projects, achieving a nearly 100 percent success rate in short-listing the firm for interview. In addition, he wrote feature articles for industry publications (<i>Landscape Architecture Magazine, Landscape Architect & Specifier News</i>), press releases, and articles for professional conferences. He also played a critical role in researching business opportunities, interacting with clients and consultants, and organizing multidisciplinary design teams. He tracked marketing expenditures and proposal success rates, and assisted in development of the firm's annual marketing plan.</p>		
<p>ACCOMPLISHMENTS:</p> <ul style="list-style-type: none"> ▪ Nearly 100% success in short-listing the firm for presentation ▪ Winning proposal for award winning Weber Point in Stockton, CA ▪ Developed statewide parks needs assessment 	<ul style="list-style-type: none"> ▪ Developed the proposal that landed the award-winning Weber Point (Stockton, CA) redevelopment project ▪ Wrote the winning proposal for Stanford University's Hopkins Marine Station infrastructure assessment project ▪ Authored, published, and reported the results of a statewide survey of California parks and recreation facility needs ▪ Assisted with the development of qualifications packages leading to indefinite quantities contracts with the National Park Service ▪ Developed detailed databases for information on completed projects, client, and industry contacts 		
<p>SUPERVISOR:</p>	<p>Barbara Lundberg or Harold Kobayashi - Principals</p>		
<p>REFERENCE CONTACT:</p>	<p>415-383-7900.</p>		

<p>EMPLOYER:</p>	<p>Consultant (Self-Employed)</p>	<p>LOCATION:</p>	<p>Various SF Bay Area, California</p>
<p>TITLE:</p>	<p>Writer/Editor/Desktop Publisher</p>	<p>EMPLOYMENT DATES:</p>	<p>May 1992 to May 1994</p>

JOB DESCRIPTION:	<p>Rick worked as a consultant or contractor, providing writing, editing and desktop publishing services. Clients included:</p> <ul style="list-style-type: none"> ▪ BayGroup International (Larkspur Landing) – editing training and marketing documents ▪ Wells Fargo (San Francisco) – desktop publishing of procedure manuals ▪ GT Global (San Francisco) – desktop publishing and editing of quarterly reports ▪ Nextel (Oakland) – desktop publishing and editing of procedure manuals ▪ Other local businesses
ACCOMPLISHMENTS:	<ul style="list-style-type: none"> ▪ Supported ongoing projects at BayGroup International, working with SME and other product development professionals ▪ Contributed to a range of financial reports and procedure manuals
SUPERVISOR:	Various
REFERENCE CONTACT:	N/A

EMPLOYER:	BayGroup International	LOCATION:	San Rafael, California
TITLE:	Writing/Editing/Desktop Publishing/Coordination	EMPLOYMENT DATES:	May 1989 to May 1992
JOB DESCRIPTION:	<p>Rick worked on staff for three years on a range of product development and marketing communications projects. Worked with subject matter experts in the training industry to develop negotiation and contention management products for a range of Fortune 500 clients (AT&T, Hewlett-Packard, Apple Computer, among other). Coordinated the contributions of writers and graphic artists. Provided quality control services, reviewing all written communications for style, consistency, context, grammar, punctuation, and format. Responsible for desktop publishing and graphic design of many product and marketing pieces. Managed relations with vendors and other professional service providers.</p>		
ACCOMPLISHMENTS:	<ul style="list-style-type: none"> ▪ Contributed to the development of two new products in Contention Management (designed for AT&T) and Conflict Resolution ▪ Contributed to the re-development of the company's core product "Situational Negotiation Skills" ▪ Contributed to the complete re-design of the company's graphic look for their product line 		
SUPERVISOR:	Gregg Crawford, CEO		
REFERENCE CONTACT:	415-464-4400		

PREVIOUS EXPERIENCE (1975-1989):

Rick spent 10 years as a news reporter, writer and editor on daily and weekly news and magazine publications. He has written columns for the now defunct San Francisco Film & Video Magazine, profiling Bay Area filmmakers and reporting on film and video production in the area. He was a columnist and feature writer for Audience Magazine, in Boulder, Colorado, covering the regional arts and entertainment scene, often doing stories on national entertainment figures touring the Colorado area. He was News Editor of the Auraria Voice, a privately owned weekly newspaper published for the University of Colorado Auraria campus in Denver. He was Reporter and Assistant Editor of Town & Country Review in Boulder, Colorado, and held the same positions with the Winchester, Indiana News Gazette, a small daily news publication for which he also edited a weekend feature supplement, The Saturday Extra, which under his direction was awarded Best Family Publication in its circulation bracket by the Indiana Press Association in its first year of publication.

In the early and middle 1980s, Rick was Supervisor of Viacom Cablevision's San Francisco "New Build" campaign, working in direct mail marketing response and managing a staff of 27 sales and support personnel.