

Aletha Turner

Aletha Turner
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To Whom It May Concern;

I appreciate your consideration for a role within your company. My extensive technical and comprehensive work history positions me as an ideal candidate for this role. With a diverse background that spans proposal writing, technical documentation, grant applications, business proposals, executive summaries, marketing and strategy, graphic design, creative writing, editing, and the development of operational documents, SOPs, and employee manuals, as as such bring a wealth of expertise to the table.

Since November 2022, I have served as a proposal writer for ISN, Corp, a national Government Contracting Technology group renowned for delivering top-tier technical solutions and talent to Federal, State, and Local Governments. My contributions have been pivotal in crafting numerous proposals, Sources Sought, RFIs, RFQs, and Quality Assurance programs, alongside Power Point presentations, Excel records, VISIO Graphs and general technical writing tasks. My skill set encompasses a broad spectrum of capabilities, from intricate research and analysis to the effective communication of complex ideas, allowing me to be a valuable asset in navigating the challenges of proposal writing in the technology sector and for government agencies such as HUD, DOD, DOJ, FDA, FEMA, HECM, and others, as well as all brances of the US Military.

In the past, I have prepared technical documents for cyber security operations and have developed business strategies, business plans, professional presentations, executive summaries, financial synopses, document control, presentation graphics and spreadsheets for various companies. I am very experienced in corporate identity, marketing and logo design. I have created, edited and/or restructured documents, grants and CRADAs, and presentations, white papers, blogs, press releases, and other collateral materials for a diverse range of projects and clientele.

In previous positions I worked at JP Morgan Chase Corporate Headquarters in Tampa, Fl working as a technical writer for their comprehensive Global Cyber Security plan. I was the Executive Director for United Veterans Assistance Services, Inc. (UVETS), a non-profit organization established to help Veterans fix their homes in the Tampa Bay area. As a part of my position for UVETS I oversaw the organizational structure, volunteer and fund-raising programs and was responsible for all financial planning and budgeting. I also created the logo, marketing strategies, material design, and created and maintained the website. I handled all aspects of branding, advertisements and event planning for a yearly golf tournament, bowling tournaments, dinners and other fund-raising activities. Additionally, I have been the Editor and Chief of the Newspaper, Veterans Post News (American Veteran News). I have also created websites for the publication. I designed the layout, edited submitted articles, wrote articles and designed ad layouts for advertisers.

Over the past twenty years I have mastered the operation of many different software programs and utilized them for creating advertisements, brochures, sales collateral materials, logos and icons, web graphics, trade show graphics, CPG graphics, POS graphics, publications, newsletters, multi-level PowerPoint presentations, and other collateral materials. I have extensive experience in marketing, graphic design and administrative management working in various roles as an executive director, manager, office manager, consultant, technical writer and graphic artist. I am an expert in all Microsoft programs and Adobe Creative Suite as well as many other programs.

Thank you and I hope to hear from you soon!

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Profile

I am an accomplished business professional with a broad and extensive track record spanning business writing, proposal writing and technical documentation, professional presentations, business and financial analysis, graphic design, editing, creative writing, art direction, and event planning and coordination. My ability to quickly master technology and stay abreast of the latest software has been a key factor in my success. I have a proven track record of handling sensitive, proprietary, and confidential information with the utmost discretion. My career is marked by a consistent ability to collaborate effectively and produce accurate, timely, and professional projects. I possess strong leadership skills, characterized by open communication and a commitment to fostering an environment where diversity and inclusion are prioritized at all levels. My capacity for team building is well-documented, enabling me to unite teams towards common goals and objectives efficiently. This combination of skills and experiences makes me a versatile and valuable asset to any organization seeking excellence in business operations and project delivery.

Skills Summary

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| ◆ Proposa Writing | ◆ Editing/Creative Writing | ◆ Art Direction |
| ◆ Technical Writing | ◆ Professional Presentations | ◆ Graphic Design |
| ◆ Business Analysis | ◆ Event Planning | ◆ Website Development |
| ◆ Financial Analysis/Synopsis | ◆ High Level Computer Skills | ◆ Creative Design & Branding |
| ◆ Business Plans | ◆ Project Management | ◆ Marketing & Advertising |

Professional Experience

COMMUNICATION: WRITING/PRESENTATIONS/TECHNOLOGY

- ◆ Proposal Writing for Nationwide Government Contracting company, ISN, Corp
- ◆ Technical Writing for a Cyber Security Operations Playbook for JPMorgan Chase
- ◆ Developing business strategies, business plans, technical writing, professional presentations, executive summaries, financial synopses, document control, document preparation, graphics and spreadsheets
- ◆ Completed projects through Turner Consulting for Oakridge National Labs assisting on the technical writing for a CRADA (Cooperative Research & Development Agreement) project with Russian scientists in Krasnoyarsk, Russia
- ◆ Development of strategic plans, financial plans, budgets and business development for United Veterans Assistance Services, Inc.
- ◆ Completed the technical writing, design of a manual of robotic control multi-axis systems, along with developing and writing complete ISO, SOPs, human resource and other technical manuals

DETAIL MASTERY & ORGANIZATION, MANAGEMENT

- ◆ Manage day to day operations of a monthly newspaper. Editing, writing, designing, layout and publication.
 - Managed all aspects of day-to-day operations of a monthly magazine, as well as event planning
 - Finances: accounts payable/receivable, invoicing, insurance billing, budgeting
 - Editor, Writer and Layout artist for monthly magazine, as well as marketing & advertising
- ◆ Managed all aspects of the day-to-day operations of a Non-Profit Organization
 - Developing a strategy, financial plan and business plan
 - Event planning/ Marketing for all events including a Golf Tournament, Food Events, Annual Dinner and Jeep Raffle Events

Employment History

ISN, CORP – Bethesda, MD. (Remote) Proposal Writer – November 2022 – Feb, 2023

Instrumental in the development and writing of numerous proposals for a myriad of Government agencies, including the DOD, DOJ, HUD, FEMA, and others, as well as all Military Branches.. An integral part of a team writing for technology driven proposals, Sources Sought, Requests for Information (RFIs), Requests for Quotations (RFQs), and comprehensive Quality Assurance programs. I have successfully contributed to the formatting and editing of White Papers for technology and software innovations. I have consistently produced compelling, high-quality documents that align with INS's organizational objectives and technological advancements. www.ISNcorp.com

TURNER CONSULTING SERVICES/VET VAULT/CYBERSTX, LLC – Georgetown, KY

Communications, Marketing, Technical Writing and Business Development - 1998 to Present (Consultant)

Analyzing business needs to determining business solutions, development of business plans for new (start-up) and existing businesses, strategic planning, executive summaries and financial synopses, interfaced with

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clients for document preparation, technical writing, marketing, graphics and financial pro formas, budgets and planning. www.turnertcs.com

JPMORGAN CHASE – Tampa, FL

Technical Writing Consultant – Sept. 2014 – May, 2015

Technical writing of Cyber Security Operations Plan for JPMorgan Chase Corporate. Worked with Senior Level Management on the technical writing, detail analysis and layout of a Cyber Security Playbook to utilize during a high-level Cyber-attack at the Bank. Reported directly to the Vice President, Business Analyst & Reporting Manager at the Tampa, Florida Corporate Headquarters

VETERANS POST NEWS – Tampa, FL

Editor in Chief – June 2014 – March 2016

Editor and graphic design of monthly printed and e-publication – Veterans Post News/American Veterans News, a military publication that was emailed to over 1,000,000 veterans and active military nationally and world-wide. Designed the layout of the paper, wrote articles, edited submitted articles, worked on advertising plans and advertisements for advertisers, met with military liaisons and other veteran organizations for articles and input.

UNITED VETERANS ASSISTANCE SERVICES, INC. – Oldsmar, FL

Executive Director – January 2012 to March 2014

Developed the entire business strategy and structure to help Veterans in the Tampa Bay area to fix their homes. This began as a research project developed through Turner Consulting Services, Inc. in relationship with the Wounded Warrior Project. Established all aspects of the business including; organizational structure, website and Facebook page, yearly event plan and schedules, donation plans and an endowment plan to sustain business operations annually.

THE NATIONAL INDEPENDENT CONCESSIONAIRES ASSOCIATION, INC. – Brandon, FL

Art and Communications Director – 2007 – 2010 Art Director and Managing Editor of the Monthly Magazine, NICA News as well as Event Coordinator for yearly food show and advertising and marketing director.

QUEST INTERNATIONAL USERS GROUP, INC. – Lexington, Kentucky

Membership and User Group Coordinator – 2004– 2006

Organization for conferences and events of over 50 independent User Groups, including development of their individual websites on www.questdirect.org, and ACT database management, education activity and speaker coordination for conferences and events.

INYOURIMAGE, LLC – Centerville, Ohio Managing Director – 2001 – 2004

Managing Director of 3D Graphic Production and Business Development

Managed the development of a high-tech industrial process into a retail concept. Managed all aspects of the business from branding through production, including marketing and sales concepts in retail beta sites. Developed Human Resource Manuals and Employee Manuals for the business (technical writing) Developed technical specification and training manual for the 3D production and manufacturing process.

Education

EASTERN KENTUCKY UNIVERSITY – Richmond, KY Mass Communications
LEXINGTON COMMUNITY COLLEGE – Lexington, KY Computer Applications

Software Skills

Windows and/or MAC

Expert in the following:

Microsoft Office Suite
Word, Excel, Outlook,
PowerPoint, Access,
Publisher

Adobe Master Suite
InDesign
Photoshop
Illustrator
Visio (Flow Charts)
CorelDraw

WordPress
QuickBooks
Sales Force
ACT
FileMaker Pro

RapidForm (3D Modeling)
Polyworks (3D Modeling)
PowerMill (CNC)
Surfacer (3D Modeling)