

Aletha Turner

PROFILE

Seasoned business professional with extensive experience in proposal writing, technical and business documentation, professional presentations, business analysis, graphic design, editing, creative writing, art direction, and event coordination. Proficient in mastering new technologies and handling sensitive data with discretion. Strong leadership and collaboration skills, committed to diversity and inclusion, and adept at uniting teams to achieve shared goals.

PROFESSIONAL EXPERIENCE

Dassian Strategic Solutions (Remote) – Content Creator, Technical Writer – Created and updated marketing materials and technical content, specifically for Aerospace and Defense. Developed, designed, updated and reviewed technical whitepapers, marketing slicks, infographics and other technical and marketing materials that have been used in Demo’s, tradeshow, on the website and other marketing and social media streams such as LinkedIn posts and Blogs. Developed PowerPoints and other documents for online and in person demo’s and presentations that were used to bring in multiple contracts.

ISN, CORP – Bethesda, MD (Remote) Proposal Writer – Instrumental in the development and writing of numerous proposals for various government agencies, including the DOD, DOJ, HUD, FEMA, and others, as well as all military branches. Contributed to the formatting and editing of white papers for technology and software innovations.

Turner Consulting Services/Vet Vault/CyberSTX, LLC a SDVOSB (Service Disable Veteran Owned Small Business) – Georgetown, KY. Consultant, Communications, Marketing, Technical Writing and Business Development – Analyzed business needs to determine business solutions, development of business plans for new and existing businesses, strategic planning, executive summaries, financial synopses, interfacing with clients for document preparation, technical writing, marketing, graphics, financial pro formas, budgets, and planning. Completed technical writing projects for Oakridge National Labs for a CRADA (Cooperative Research & Development Agreement) international project with Russian scientists in Krasnoyarsk, Russia

JPMorgan Chase – Tampa, FL Technical Writing Consultant – Technical writing of the Cyber Security Operations Plan for JPMorgan Chase Corporate. Worked with senior-level management on the technical writing, detailed analysis, and layout of a Cyber Security Playbook to utilize during a high-level cyber-attack at the bank.

Veterans Post News – Tampa, FL Editor-in-Chief – Editor-in-Chief of a monthly printed and e-publication, Veterans Post News/American Veterans News, a military publication emailed to over 1,000,000 veterans and active military personnel nationally and worldwide. Designed layout, wrote articles, edited articles submitted to publication, worked on advertising plans and advertisements, met with military liaisons and other veteran organizations for articles and input.

United Veterans Assistance Services, Inc. – Oldsmar, FL Executive Director – Developed business strategy and structure to help veterans in the Tampa Bay area to fix their homes. Established organizational structure, website, online presence, yearly event plan, schedules, volunteer recruitment, donation plans, and endowments plan to sustain business operations annually.

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The National Independent Concessionaires Association, Inc. – Brandon, FL – *Art and Communications Director* – 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, KY – *Membership and User Group Coordinator* – Organized conferences and events of over 50 independent User Groups, including development of their individual websites, database management, education activities, and speaker coordination for conferences and events.

InYourImage, LLC – Centerville, OH – *Managing Director* – Managed the development of a high-tech industrial process into a retail concept. Handled all aspects of the business from branding through production, including marketing and sales concepts in retail beta sites. Developed HR manuals, employee manuals, technical specifications, and training manuals for the 3D production and manufacturing process.

EDUCATION AND CERTIFICATES

- Eastern Kentucky University, Richmond, KY | Mass Communications
- Lexington Community College, Lexington, KY | Computer Applications
- Shipley Certificates: Proposal Writing, Outlining, Executive Summary Development

SKILLS SUMMARY

Technical Writing	Business Plans	Marketing & Advertising
Proposal Writing/Government	Business Analysis	Content Creation
Professional Presentations	Event Planning	Graphic Design
Project Management	Art Direction	High-Level Computer Skills
Website Development	Editing/Creative Writing	Creative Design & Branding

SOFTWARE SKILLS – EXPERT IN THE FOLLOWING

- Microsoft Office Suite: Word, Excel, Outlook, PowerPoint, SharePoint, Publisher
- Adobe Master Suite: InDesign, Photoshop, Illustrator
- Other: Visio, WordPress, CorelDraw, QuickBooks, Salesforce, FileMaker Pro, ACT, PowerMill (CNC)
- 3D Modeling Software: RapidForm, Polyworks, Surfacer

REFERENCES AVAILABLE UPON REQUEST

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