



## **Konnie Andrews**

Ms. Andrews has 28 years of professional experience writing and editing technical and marketing materials related to water resources, wastewater engineering, irrigation, environmental services, alternative energy resources, economic and financial development, software development, and geological sciences. Ms. Andrews has managed task groups and project teams assigned to produce technical reports, proposals, marketing materials, policy and program assessments, environmental assessments, field investigations, and user manuals. Ms. Andrews has developed original document designs and layouts for print publications using a variety of software packages, and also possesses experience with regard to developing website and video content.

- Master of Art, English, Technical and Professional Communication, New Mexico State University
- Bachelor of Art, Geology, Trinity University
- Coursework in adult training, web site development, computer graphics, and adult curriculum development through the University of New Mexico's Continuing Education Program

### **2006 - Present, Consulting Technical Editor, TBC Solutions, Inc.**

Ms. Andrews provides support related to technical writing and editing of annual reports, strategic plans, standard operating procedures, corporate proposals, and various types of communication publications. Ms. Andrews is responsible for analysis of RFQ/RFP documentation and preparation of corporate proposals, technical writing and editing of project deliverables, and general support required by senior technical writers and editors.

### **2001 - Present, Owner/Manager, Clear Concepts**

Ms. Andrews performs editing and writing of technical, training, and public awareness documents for commercial clients and federal agencies. Recent projects completed by Ms. Andrews include a closure plan and performance assessment for a waste repository at Los Alamos National Laboratory, reports on energy projects in Afghanistan, a sourcebook on the production of biogas and biomethane from dairy gas, training manuals for advocacy consultants, a proposal on rural energy development in Indonesia, and a regional water plan. During 2003 and 2004, Ms. Andrews made several investigatory trips to Ukraine and the Central Asian Republics of Kazakhstan, Uzbekistan, Kyrgyzstan, and Tajikistan to conduct research focused on proposals related to water users associations in Central Asia, creating agricultural linkages between farmers and service providers, primary health care, and economic policy reform. Ms. Andrews served as editor for a bilingual (English and Russian) travel magazine and provided travel-related articles for this publication, prepared an end-of-project report for U.S. Agency for International Development (USAID) Capital Markets Development project in Egypt, prepared

and edited sections of proposals involving private-sector participation in infrastructure services (Nepal, Trinidad and Tobago, and Macedonia), and contributed to the development of a technical proposal for an energy sector assessment of Egypt.

**2001 - 2003, Senior Technical Editor, Daniel B. Stephens & Associates, Inc.**

Ms. Andrews was responsible for editing and production of technical documents associated with water resources planning, hydrogeological and engineering studies, environmental monitoring, and remediation reports. Ms. Andrews's duties included ensuring the clarity of language and organization of documents, consistent and correct technical terminology and references, and accurate and consistent graphics and tabular data. Ms. Andrews provided input on increasing the efficiency and quality of document production processes.

**2000 - 2001, Senior Manager, Chemonics International (U.S.)**

Ms. Andrews was responsible for providing home office program support for the USAID Capital Markets Development project, hiring and supervising of home office administrative staff, guiding the development of annual work plan processes, and providing services in the area of publications and public awareness efforts. Ms. Andrews traveled to Egypt to support work plan and public awareness efforts, and to recruit and hire local public awareness specialists. Ms. Andrews led efforts to complete the technical and management sections of proposals for major financial development projects in India and Croatia.

**2000, Publications Consultant, Chemonics International (Cairo, Egypt)**

Ms. Andrews researched and prepared publications for the USAID Capital Markets Development project. Publications developed by Ms. Andrews included an annual report for the Egyptian Capital Market Authority and four educational booklets targeting potential investors in the Egyptian capital markets. Ms. Andrews managed the layout, graphics, and printing of these publications, and provided direction for a related communication program.

**1999, Consultant, Ho Chi Minh City, Vietnam**

Ms. Andrews prepared, coordinated, and edited proposals and other documents for Camp Dresser & McKee International including proposals for projects in China, Vietnam, and Singapore. With the exception of the Singapore proposal, all efforts were coordinated via e-mail with offices in Asia and other offices around the world. Ms. Andrews also traveled to Egypt to assist with a proposal presentation for the USAID.

**1998, Business Development Manager, Chemonics International (U.S.)**

Ms. Andrews served as the acting business development manager for Chemonics' Middle East division, developed proposals and presentations for three major bids, developed a presentation for new employees to the Middle East region, and coordinated information gathering for a Trade Development Agency conference in Egypt. Ms. Andrews also initiated start-up activities for the USAID Capital Markets Development project in Cairo, including procurement of office space,

leasing of vehicles, interviewing and hiring of local employees, and identification of local subcontractors.

### **1997 - 1998, Regional Representative, Chemonics International (Cairo, Egypt)**

Ms. Andrews provided editorial and layout assistance for a draft yearbook on Egypt's international economic competitiveness funded by the USAID and developed a business plan for a joint venture with a European environmental consultant. Ms. Andrews organized local recruiting and information-gathering efforts for five major proposals, screened and negotiated teaming agreements with local subcontractors, and worked with subcontractors to obtain and prepare information required for proposal efforts. Ms. Andrews assisted in the start-up of local projects, worked closely with an affiliated Egyptian firm to provide organizational support and quality control for reports and proposals, and developed marketing materials and brochures. Ms. Andrews's duties included editing and layout for an environmental assessment for the relocation of a lead smelter, an assessment of rural water and sanitation sectors (for an United Nations-sponsored program), and an environmental profile of Egypt for the Japan International Cooperation Agency. Ms. Andrews was responsible for oversight of a local production staff and contract writers and editors.

### **1976 - 1997, Technical Writer/Editor, Various Employers**

Ms. Andrews provided technical writing and editing support for preparation of proposals, reports, user manuals, forms, studies, journal articles, business models, planning guidelines, newsletters, and manuscripts.