

Daphne R. Doo

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Goal-oriented team player with over nine years' experience providing publication design, report production, and administration and training coordination services in corporate and government settings. Demonstrates ability to prioritize a broad range of responsibilities in order to consistently meet deadlines in a fast pace environment.

WORK EXPERIENCE

EMG Corporation, Hunt Valley, MD 11/2012-present

Portfolio Coordinator 01/2014-present

- Coordinate the review of technical engineering projects comprising \$10 million in annual revenue ensuring timely delivery.
- Prepare metrics reports for director including quality evaluation, capacity versus productivity and project success evaluation summaries.
- Assist department directors and marketing director with Request for Proposal evaluations, including compiling and reviewing for content and completeness.

Program and Research Coordinator 11/2012-01/2014

- Established Corporate Compliance department to centralize public requests for information and to streamline the acquisition, evaluation, and incorporation of data into technical reports.
- Collected and maintained project files containing a variety of consultant and client correspondence and project management schedules.
- Conducted research on a variety of topics, including competitor's programs in addition to government policies and regulatory procedures.

The Coleman Group, Inc. Greenbelt, MD 08/2009-10/2012

Technical Writer

- Reviewed and assessed hiring process of federal employees in order to make recommendations for areas of improvement based upon needs assessment.
- Developed templates, training materials, and manuals for The Department of Commerce.
- Drafted and edited Request for Proposals (RFP's) in order to market company's services while under bidding competition within the area.

SKILLS AND COMPETENCIES

Operating Systems: Windows and Mac OS; Adobe Acrobat

Software: Adobe Creative Suite, QuickBooks

AFFILIATIONS

- Sigma Tau Delta (International English Honor Society), Member 2009
- Association for Talent and Development, Member 2012

EDUCATION

University of Baltimore, Baltimore, MD

Bachelor of Arts, English

Howard Community College, Columbia, MD

Associate of Arts in Teaching, Elementary/Special Education