

## CAROL JEFFORDS

### Editor | Administrative Assistant

Carol Jeffords has over 22 years of experience as an editor, proofreader and administrative assistant. The wide variety of support activities she performs for both LEAD Alliance staff and associates includes setting up appointments, scheduling, monitoring e-mail and correspondence, creating templates and tools, and making travel arrangements. She serves as senior editor and proofreader for any internal documents, including proposals, letters, and summaries that go out to customers. Carol provides editing and proofreading services for LEAD Alliance clients as well as consulting on organization, formatting, and standardization of reports. She also provides administrative support for meetings, focus groups, and conferences. Carol has been employed by LEAD Alliance since 1999.

### KEY SKILL AREAS

- Editing
- Proofreading
- Organization and Coordination
- Communication
- Computers and Related Software Applications
- Computer Graphics
- Meeting Recording and Logistical Support

### SUPPORT FOR CONSULTING AND FACILITATION ENGAGEMENTS

- Provide meeting logistics research including site visits and coordination with site staff.
- Registrar and point of contact for interagency conferences and workshops.
- Provide proofreading and editing services.
- Advise and counsel clients on formatting, structure and standardization.
- Oversee production of reports from draft to final document.
- Prepare materials, including tentcards, documents and tools, for conferences, retreats, meetings and strategic planning sessions.
- Provide logistical support for meetings, retreats, strategic planning sessions and conferences.
- Prepare outputs. Compile notes, proof summaries, and distribute to clients. Compile, synthesize and tabulate evaluations.
- Major point of contact for associates. Manage preparation and production for them.

### EDUCATION

- BA: Washington State University, Pullman, WA
- Ongoing training in editing, proofreading, grammar and technical writing

### RECENT CLIENT PROJECTS

- National Ocean and Coastal Mapping Strategic Action Plan Workshop: workshop registrar; logistical support and meeting recorder
- Lidar Survey Specifications Summit Meeting: meeting registrar; logistical support and meeting recorder
- NPS *Interim Report to the White House, National Museum of African American History and Culture, Plan for Action*: editor
- NPS *Tuskegee National Historic Site, Report to Congress*: editor
- NPS *Visitor Transportation to Fort Sumter, Report to the Director*: editor
- USGS *Patuxent Wildlife Research Center Science Plan*: editor
- FGDC Stakeholder Forum: logistical support and meeting recorder
- FWS & USGS Future Science Challenges Workshop: logistical support/meeting recorder
- ERDC EGIS Tools Workshop: workshop registrar; logistical support and meeting recorder

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