



Skills	Specialties	Assets
20 years' experience in: <ul style="list-style-type: none"> ◆ technical writing/editing, ◆ document design, ◆ procedures/training, ◆ program development, ◆ management, ◆ project controls, ◆ quality assurance, ◆ regulatory compliance, and ◆ work flow/work control. 	Operations involving: <ul style="list-style-type: none"> ◆ environmental remediation, ◆ facilities management, ◆ fissile/nuclear materials, ◆ compliance (DOE, EPA, NRC), ◆ safety/health (OSHA/NIOSH), ◆ business management, and ◆ waste management (RCRA/TSCA/radioactive/mixed/industrial/universal). 	<ul style="list-style-type: none"> ◆ Company is small, HUBZone, SDB, woman-owned, Edge. ◆ DOE "L" security clearance. ◆ Advanced user of more than a dozen software programs. ◆ Extensive training (DOT, 40-hr OSHA, radiation worker II, etc.). ◆ Experience with RCRA, TSCA, CERCLA, CWA, CAA/ NESHAP, EPCRA, NEPA, etc.

Education **B.S.**, technical communication (cognate area—computer science), Tennessee Technological University (TTU), 1990. (Numerous academic scholarships; ACT-COMP score in 97th percentile.)

Experience *02/00–present. **Owner** and **president**, DynaGlobe, LLC—a woman-owned, HUBZone-certified company that offers technical writing and editing services. Preside as general manager; oversee contracts, financial accounts, risk management, and business development functions. Provide writing and editing services to various clients, which have included:*

***U.S. Army Corps of Engineers**—Designed, formatted, and proofed 600-page document.*

***Uranium Disposition Services** (a new and unique uranium recycling facility)—Wrote administrative and standard operating procedures. For 4 months, served as interim procedures manager; managed program and staff (writers, editors, and administrative personnel). Scoped out procedures required for facility start-up; prepared estimate and schedule. Streamlined programmatic documents and electronic templates. Developed and administered training module on procedure writing. Developed matrix of required reviewers and approval authorities. Worked with oversight entities to recover from long-standing "red" status and regain prior schedule slip.*

***WASTREN Advantage**—Wrote procedures and edited proposals.*

***Theta-Pro2Serve Management Company**—Edited engineering plans.*

***Diaz Construction**—Helped prepare and edited proposal for facilities management project; was slated to serve in key position.*

***WASTREN, Inc.**—Through DynaGlobe, performed the following functions at the Portsmouth Gaseous Diffusion Plant (PORTS), a uranium-enrichment site regulated by DOE and NRC that comprises 3,700 acres of world-scale industrial facilities.*

- ◆ **Process analyst** for WASTREN PORTS site manager. Originated and instituted programs, processes, and procedures for business and operations activities. Analyzed standards/requirements. Estimated contract change orders (\$100K +); negotiated with WASTREN's client, Bechtel Jacobs, to finalize estimates into approved modifications and work releases. Evaluated field and cost impacts of documented safety analysis implementation. Audited accounting records to support closeout of contracts totaling more than \$125 million.
- ◆ Acting **work-control manager**, a key, senior-management position for two contracts (environmental/waste management and facilities management) that together grossed more than \$25 million yearly. Developed and implemented a work-control program that incorporated DOE's Integrated Safety Management System, played a critical role in WASTREN's obtaining contract option years, and returned the facilities management contract to profitability. Directed field implementation for approximately 200 employees, subcontractors, and bargaining unit (PACE union) personnel. Managed subordinates for procedures, training, and purchasing as well as matrix staff for planning, scheduling, and work control coordination.



Phone	Address	Web
<ul style="list-style-type: none"> ◆ Office: 740-858-3282 ◆ Mobile: 740-727-8696 	<ul style="list-style-type: none"> ◆ Mailing: P.O. Box 1288, Portsmouth, OH 45662 ◆ Street: 11790 Hwy 52 West, Stout, OH 45684 	<ul style="list-style-type: none"> ◆ Web: www.dynaglobe.us ◆ Email: kerry.ballew@dynaglobe.us

Experience,
continued

- ◆ **Project engineering consultant.** Wrote project plans and hazard analyses for waste characterization/disposal. Closed out finished projects to obtain payment and retentions.
 - ◆ **Procedures consultant.** Built comprehensive procedures program; negated audit findings, saving \$30K. Effected configuration-management protocols, ensured implementation of criticality safety controls, and tracked procedures. Designed electronic template, reducing formatting time by 85%.
- 11/96–07/99. Environmental Quality Management.* Slated for key manager position; participated in proposal development; presented material at oral boards.
- ◆ **Procedures coordinator.** Managed procedures inventory, forecast budgets, established schedules, and served as client liaison. Streamlined publication process; developed a “team” approach to evolution and a field-change process that reduced costs/delays by more than 50%.
 - ◆ **Field supervisor.** Led environmental characterization activities that resulted in successful closure of two large-scale remediation plots. Coordinated project plans and field activities, constructed sampling grid, and supervised crew (scientists, samplers, drillers, safety techs, etc.).
- 06/94–11/96. Procedures specialist, International Engineering.* Developed and executed procedures program plan for waste management division of client, Lockheed Martin. Created procedures and training modules for such programs as Highly Enriched Uranium Removal (a DOE Secretarial initiative). Facilitated multi-disciplinary teams of client, subcontractor, and agency staff/managers as well as bargaining-unit personnel to devise operations processes.
- 03/93–06/94. Owner, The Home Office* (sole proprietorship in Tennessee). Devised users’ manuals for computerized radiological access network of hazardous-waste reduction company. Produced environmental documents, proposals, and marketing materials for clients.
- 12/91–03/93. Technical editor-writer, Bechtel National, Formerly Utilized Sites Remedial Action Program* (FUSRAP). Co-authored health and safety plans. Coordinated and edited environmental documents. Wrote program style guide. Produced project status reports for client, DOE headquarters. Created marketing and public-relations materials.
- 06/89–12/91. Technical editor, Martin Marietta, Oak Ridge National Lab.* As lead editor for technical manuals, managed concurrent, large-volume document projects.

Training

Certifications: Advanced RCRA. DOT hazardous waste transportation (including radioactive materials). Long-term substitute teaching license (language and science). Crisis counseling.

Management: Law (corporate, employment, and tax). Accounting. Business management/business development. Financial management. Project management.

Safety: 40-hr OSHA. Radiation worker II. Emergency preparedness. Lead/asbestos awareness. Hearing conservation. Fall protection. Temperature extremes. Lockout/tagout. Carcinogens. Hazard communication/chemicals. Personal protective equipment. Health/safety rights. Securing chemicals. Occurrence reporting. Supervising for safety. Nuclear criticality safety for supervisors. Conduct of operations. Authorization basis. Unreviewed safety questions.

Waste management: Waste minimization/pollution prevention. RCRA for hazardous waste generators. PCB awareness. Environmental management systems.