twood@inkwellduck.com

# Education

Master of Science (Communications Management) *Syracuse University, SI Newhouse School of Public Communications*, Syracuse, NY 2005

Bachelor of Arts (Economics) Howard University, Washington, DC 1985

Certificate in Marketing, Georgetown University, Washington, DC 2010

Non-Fiction Writing Program, Writers' Digest School, Cincinnati, OH 1991

Word Processing Course, *Washington School for Secretaries*, Washington, DC 1982

# Experience

#### President/Owner Inkwell Duck, Incorporated

- Established this Business/Government communications consulting firm in August of 1989.
- Serving as President of the firm for almost 20 years specializing in establishing government relations for businesses that are interested in government contracting.
- Works with businesses to secure government contracts.
- Works with nonprofits to secure government grants.
- Uses thorough investigative research skills to determine appropriate projects, competitors' weakness, and likelihood of a win.
- Innate analytical ability to process RFPs and determine what it takes to win the contract or grant. Studying and applying Federal Acquisition Regulations (FAR).
- Writes winning proposals to secure government contracts and various grants.
- Provides strategies and contract/grant capture support for clients (i.e., ORACLE, Rainbow Push and others).
- Contracted by the US Department of Treasury, US Postal Service, and US Small Business Administration (SBA) for training and communications projects.
- Tailors individual business consulting to mobilize company efforts.
- Consulted via mass media as a WBZS business radio talk show host. Took on-the-air phone questions and interviewed expert guests.
- Published feature writer for local and worldwide military magazines and newspapers.
- Delivers well-crafted proposals with sound strategy and provides communications support via marketing and public relations to establish government relations for clients.

1989 – Present

703 550-1344

### Spokesperson & Social Service Representative Counselor Department of Defense – US Army Army Community Service (ACS) 1986 – 1989

- Wrote proposals to secure funds for counseling center projects and programs.
- Developed communication skills required for public speaking, training, writing, and public relations.
- Wrote and presented a weekly on-air radio spot. Produced radio public service announcements, and conducted radio interviews—Armed Forces Network (AFN).
- Developed, proposed, and served as Question & Answer columnist for the military community newspaper—"*Pillars and Posts.*"
- Conducted frequent trainings and briefings.
- Provided counseling services to an overseas military community of over 16,000.
- Evaluated requests and issued emergency loans.
- Developed, implemented, and restructured many programs designed to meet the arrival, cultural adjustment, and departure needs of the overseas military community.
- Managed an average of nine volunteers to carryout program functions and services.

## Publications Assistant The World Bank

1983 – 1986

Spring 1984

- Worked 25-30 hours per week while attending college as a full-time undergraduate student majoring in Economics.
- Searched computer files and stacks to locate or determine status of internal and external publications.
- Prepared monthly and quarterly financial reports and staff research statistics.
- Received security clearance to assist staff in researching restricted reports.
- Input data to create a computerized inventory database of publications.
- Studied cross-cultural communication to enhance interactions with international clients and co-workers.

### Proposal Writer & Assistant Event Coordinator/Intern

# Howard University Law School Department of International Affairs

- Researched and gathered data on world economic conditions.
- Prepared proposals for funding economic development conference events.
- Coordinated with State Department, World Bank, several African Embassies, the Agency for International Development, Africare, and others to provide secondary and primary economic research in preparation for a Minority Involvement in Development Conference in March of 1984.

Professional Affiliations— National Contract Management Association (NCMA) Lifetime Membership Status NCMA/Pentagon Chapter Speaker and workshop participant NCMA/Tysons Chapter Training to become a contract trainer NCMA/Washington, DC Chapter 10 year membership pin International Association of Business Communicators (IABC) 500 Club Lifetime Member Accredited Business Communicator (ABC) IABC/Washington, DC Chapter Seven years on the Board Regional District Par Excellence Leadership Recognition Independence Group Government Communicators Group Senior Communicators Council American Marketing Association (AMA) AMADC Chapter

## Community Affiliations-

South Fairfax Chamber of Commerce Mount Vernon-Lee District Chamber of Commerce (board member) Delta Sigma Theta Public Service Sorority Howard University Alumni Association Syracuse University Alumni Association

### Awards-

Silver Inkwell Award 2003 Champaign—Organizational Communications Silver Inkwell Award 2003 Planning and Auditing 2000 Par Excellence Award—IABC US District 3 2003 Par Excellence Award—IABC US District 3