

TRACEY PALMER WOOD

☎ 703.550.1344 ✉ twood@inkwellduck.com

Researcher ▶ Non-Fiction/Technical Writer ▶ Consultant ▶ Problem Solver

PROFILE

Seasoned, accomplished and experienced business founder/owner with client base of companies and nonprofit organizations seeking assistance with Technical government contract and grant proposal writing and submission. Consistently winning outcomes achieved through exceptional capacity to conduct extensive research on government agency workings, policies, and procedures and to build solid working relationships among agencies, and client organizations. Knowledgeable, energetic and interactive public speaker and trainer, recognized for political savvy and outstanding results for clients and intuitive interviewing skills. Talented writer with background in military publications as well as technical proposals and manuals. Attention to detail with accompanying "big picture" view. Forge strong teams and make thoughtful, precise decisions.

CORE STRENGTHS & COMPETENCIES

Strategic & Creative Planner/Implement	Strong Decision Maker
Outstanding Verbal & Written Communications	Technologically Advanced
Top-Notch Manager of People, Projects and Information	Operate with Honesty & Integrity
Apply Business Mindset to Government/Nonprofit Issues	Leader in Community Affairs
Excellent Steward of Client and Government Agency Funds	Motivated Self- Starter
Continuous Attention to Client and Funding Agency Needs	Keen Interpersonal Skills
Big Picture View of Projects with Attention to Detail and External Awareness	

HONORS

Silver Inkwell Award 2003 Campaign – Organizational Communications

Silver Inkwell Award 2003 – Planning and Auditing

Silver Inkwell is the premier award for business communicators presented by the

International Association of Business Communicators (IABC)

2000 Par Excellence Award – IABC US District 3

▶ ▶ 2003 Par Excellence Award – IABC US District 3

PROFESSIONAL EXPERIENCE

Inkwellduck, Incorporated, Lorton, VA

1989 - Present

PRESIDENT / OWNER

Founded business/government communications consulting firm providing specialized services to business and nonprofit organizations seeking government contracts or grants, respectively. Direct all activities leading to successful development/submission/winning of said grants or contracts, including research, analysis, writing, marketing and assistance with presentations. Excellent mastery of FAR/DFAR (Federal Acquisitions Regulations/Defense) with accurate attention to details and great time management skills. Maintain 100% full compliance success rate on proposals submitted and has made every deadline in the past 20-years. Capacity to deliver well under stress with distinguished proposal win rate.

Army Community Service (ACS) / DOD, US Army, Wuersburg, Germany

1986 – 1989

SPOKESPERSON / SOCIAL SERVICES REPRESENTATIVE COUNSELOR

Developed/wrote proposals to secure funds for counseling center projects and programs. Built exceptional verbal/written communication skills needed for job-specific public speaking, training, writing and public relations and used continually in developing, writing and presenting weekly on-air radio spot, PSAs and radio interviews. Crafted Q&A column for military community newspaper, conducted trainings/briefings, provided counseling services to overseas military community of 16,000 and restructured programs to meet arrival, departure and cultural adjustment needs of the community.

**The World Bank, Washington, DC
PUBLICATIONS ASSISTANT**

1983 – 1986

While full-time undergraduate student worked 25-30 hours/week, searching computer files and stacks to locate/determine status of internal/external publications. Prepared monthly/quarterly financial reports and staff research statistics, acquiring required security clearance in the process. Created computerized inventory database of publications and studied cross-cultural communication to enhance interactions with international clients and coworkers.

**Howard University Law School – Department of International Affairs, Washington, DC Spring 1984
PROPOSAL WRITER / ASSISTANT EVENT COORDINATOR – INTERN**

Coordinated with US Department of State, World Bank, several African Embassies, the Agency for International Development, Africare and others to provide secondary/primary economic research in preparation for "Minority Involvement in Development" Conference in March, 1984. Researched/gathered data on world economic conditions and prepared proposals to fund economic development conferences.

EDUCATION & PROFESSIONAL DEVELOPMENT

Master of Science: Communications Management, 2005

Syracuse University – SI Newhouse School of Public Communications, Syracuse, NY

- ▶ Master Capstone: *Integrated Marketing Communications for **Government Contracting***

Bachelor of Arts: Economics, 1985 - Howard University, Washington, DC

- ▶ Undergraduate Noteworthy Contribution: *Cost-Benefit Analysis of Education*

Completed business courses at undergraduate and graduate levels in the following disciplines:

- ▶ Finance, Accounting, Management, Business/Communication Law, and Marketing
- ▶ Graduate level courses in Group Dynamics and Negotiations

High School Diploma (High Honors), Jefferson High School, Portland, OR - 1981

Certificate in Marketing, 2010– Georgetown University, Washington, DC

Non-Fiction Writing Program, 1991 – Writer's Digest School, Cincinnati, OH

PROFESSIONAL & COMMUNITY AFFILIATIONS

National Contract Management Association (NCMA) – Lifetime Membership Status

- ▶ Hold variety of leadership roles in three (3) local chapters of NCMA

International Association of Business Communicators (IABC) – 500 Club Lifetime Member

- ▶ Accredited Business Communicator (ABC)
- ▶ Have/continue to hold many leadership positions within IABC

American Marketing Association (AMA) – Member, DC Chapter

Mount Vernon – Lee District Chamber of Commerce (Board Member)

Delta Sigma Theta Public Service Sorority

Status—Military Spouse Active Duty Army

A Completed Form OF-612 is available at USAJobs