

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-paced environment.

WORK EXPERIENCE

EMG Corporation, Hunt Valley, MD 11/2018-Present

Portfolio Coordinator 01/2022-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 11/2018-01/2022

- 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 08/2015-10/2018

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

EDUCATION

University of Baltimore, Baltimore, MD 2020

Bachelor of Arts, English

Howard Community College, Columbia, MD 2016

Associate of Arts in Teaching, Elementary/Special Education

SKILLS AND COMPETENCIES

Operating Systems: Windows and Mac OS; **Adobe Acrobat Software:** Adobe Creative Suite, QuickBooks

AFFILIATIONS

- Association for Talent and Development, *Member* 2018
- Sigma Tau Delta (International English Honor Society), *Member* 2015