

LORI JO OSWALD, Ph.D.
P.O. Box 4083
Palmer, AK 99645-4083
Phone: (907) 745-5674; fax: 745-5677
E-mail: loswald@wordsworthwriting.net

EDUCATION

3/94 Ph.D. in English - University of Oregon
8/88 M.A. in English - University of Oregon
5/84 B. Music - University of Alaska Anchorage, Minors: Journalism and English
12/83 A.A. in Social Science - Anchorage Community College
2001-03 UAA Computer Courses and Workshops:
 Microsoft Word, Advanced Word, Advanced MOUS Topics in Word, Excel, Advanced
 Excel, Desktop Publishing, Advanced Desktop Publishing, PowerPoint, Proofreading,
 Word Perfect, Advanced Word Perfect, Front Page, Dreamweaver, Adobe Acrobat,
 Photoshop (workshop), Blackboard, and Macromedia Flash

RELATED SKILLS

- Typing (150+ wpm [last tested at 174 wpm])
 - Desktop publishing (courses in Newsletter Design, PageMaker, Publisher, Word)
 - Grant proposal writing (certificate of completion: Grantmanship Training Program)
 - Technical editing, writing, and researching (courses in Proofreading, Editing, and numerous Journalism and English classes)
 - Document processing (courses in Word, Advanced Word, Word Perfect, and Excel)
 - Workshop teaching (writing, editing, Microsoft Word, PageMaker, proofreading, grammar)
 - Web page designing (workshops and courses in Front Page, Dreamweaver, Fireworks, and Flash)
 - Report and grant proposal researching and writing (specialized intensive training course from The Grantmanship Center)
-

WRITING AND EDITING WORK EXPERIENCE

7/02-11/02 **Technical Writer** Minerals Management Service (Anchorage, AK)
Edited a 1,500-page Environmental Impact Statement for the Mineral Management Service. Editing tasks involved collecting document files from various writers and editing and formatting them for mechanics and style. Short-term contract position (hired by ACS in New Orleans).

12/01-present **Marketing Director/Technical Writer** Terra Surveys, LLC (Palmer, AK)
As a contractor, wrote and designed all marketing materials, including Statement of Qualifications, brochures, Web site, resumes, and project descriptions. Rewrote and edited 244-255 forms and other proposals. Wrote company style guide. Created Publications folder and all subfolders on server and organized hundreds of documents, photographs, logos and other graphics into an easily retrievable file system. Created a document review process.

5/91-11/93 **Technical Proofreader** Aster Publishing
 Proofread scientific and technical articles for many magazines, including *BioPharm*, *GPS World*, *GIS*, *CADalyst*, *Spectroscopy*, *Managed Health Care News*, *Pharmaceutical Technology*, and *Pharmaceutical Executive*. Wrote style and proofreading manual for all magazines.

1985-1994 **Business Writer (Oregon)** Wordsworth Writing Services
 Wrote and designed articles, brochures, newsletters, and reports for magazines, newspapers, businesses, and organizations. Edited and evaluated novels, articles, and manuals for companies and individuals.

ADDITIONAL RELATED WORK EXPERIENCE

9/86-present **English Professor** Various Colleges and Universities
 Taught composition (all levels), technical writing, creative writing, business writing, business communications, practical writing, introduction to literature, Fiction, Poetry, Drama, and study skills at colleges in Oregon, Washington, and Alaska. While attending the University of Oregon, tutored college athletes in American studies, history, physics, journalism, sociology, and speech, as well as English courses. In addition to the University of Oregon, taught at the University of Alaska Anchorage, Matanuska-Susitna College (currently teach), Green River Community College, Umpqua Community College, and Lane Community College.

6/00-present **Executive Director** STOP the Overpopulation of Pets, Inc.
 Founded nonprofit 501(c)(3) charitable organization, including filling out all federal, state, and borough paperwork. Wrote grant applications, wrote all marketing and educational materials, distributed spay/neuter applications. Sent out 367 spay/neuter vouchers to target area of Mat-Su Borough in 7 months, worth \$8,688. Volunteered from 6/00-5/03. Hired by board of directors in May 2003 to run organization because of the huge number of appeals.

COMMUNITY SERVICE

- Founder, Stop the Overpopulation of Pets (STOP), Palmer, Alaska, 2000
- President/Director, STOP, 2000-present.
- Member: UAA Chugiak-Eagle River Campus Jump-Start Program Development and Grant Writing Team, 1994
- Member: Lane Community College-Cottage Grove Center Comprehensive Program Review Committee, 1990-91
- Cofounder: Cottage Grove Community Center, 1990
- Member: Anchorage Community Concert Band Board of Directors, 1982-84
- Cofounder and President/Director: Alaska Humane Society, 1979-82
- Treasurer: CARE Alaska, 1980-82
- Member: Mayor's Advisory Board on Animal Control, Anchorage, Alaska, 1981-82

SELECTED WRITING CREDITS

Articles and Editorials:

Children's Literature in Education, Teaching English in the Two-Year College, Victimology, Women's World Weekly, Grit, Bikecentennial, Woodwind Brass & Percussion, Selmer Flute World, The Instrumentalist, All Cats (columnist), Cat Fancy, Dog Fancy, Community Animal Control (4 issues), American Features Syndicate, Alaska Women (columnist), Animals, Anchorage Daily News, Roseburg News-Review, Alaska Business Monthly, Alaska Parenting News, The Frontiersman, CPM Magazine, Bay Area Bride and Groom, and many more.

Newsletters:

Wrote and designed *Alaska Pet News, Landscape Supply's The Grower Gazette, Chugiak Children's Services Newsletter, Alaska State Fair Newsletter, CRW Engineering News, Alaska Humane Society News, US. Air Force and U.S. Army Newsletters (subcontractor), Armstrong's Music Notes, Bingo Bugle, University of Oregon Alumni Association News, Animal Lovers Care Unit News, and Cottage Grove Elks Club News.* Edited *Washington Geographic Alliance newsletter.*

Magazines and Newspapers:

- Writer, *Alaska Journal of Commerce Special Publications and Oil and Gas Reporter* (2001-2002);
- Writer and Copy Editor, *Business News Alaska* (2000-2001);
- Writer, *Alaska Business Monthly* (1994-2000);
- Copy Editor and Writer, *Petroleum News Alaska* (2000-2001);
- Copy Editor, *Kodiak Daily Mirror* (newspaper) (2000);
- Writer, *Alaska Parenting News* (1994-95);
- Writer, Special Pet Sections, *The Frontiersman* (newspaper) (2001 and 2002);
- Writer, Designer, and Publisher, *Alaska Pet News* (1998-2003)
- Associate Editor, *CPM Magazine* (six monthly issues plus 26 newsletters) (1993-1994);
- Proofreader, *GIS, GPS World, BioPharm, Pharmaceutical Technology, Pharmaceutical Executive, Managed Health Care News, and CADalyst* magazines (1991-1993).

Books and Reports (Author):

- Literature Review: TNT, RDX, and Heavy Metals Disposition in Soils and Plants, April 2001. Prepared for U.S. Army Corps of Engineers Cold Regions Research and Engineering Laboratory for a client. Researched, wrote, and designed this 150-page document.
- Solar Panel Remediation System: Operations And Maintenance Manual, June 2001. Prepared for National Park Service for a client. Researched, wrote, and designed.
- Final Underground Storage Tank And Pipeline Monitoring Report, King Salmon Airport, King Salmon, Alaska, April 2001, prepared for United States Air Force for a client. Rewrote and completely redesigned and added text and tables.
- Chapter in Chicken Soup for the Cat and Dog Lovers Soul, published December 1999.
- Two chapters in School Leadership, third edition, published by ERIC Clearinghouse on Educational Management.
- School-Based Management: Rationale and Implementation Guidelines published by Oregon School Study Council (OSSC).
- Priority on Learning: How School Districts Are Concentrating Their Scarce Resources on Academics, OSSC.
- Quality Work Teams, OSSC.
- Montgomery Watson's Style Guide, CPM Magazine Style Guide, and Terra Surveys Style Guide.
- Aster Publishing's Manual for Technical Proofreaders.

- *CPM Magazine's Editorial Department Style and Proofreading Guide.*
- *Children's Realistic Animal Fiction under consideration.*
- Edited hundreds of reports and other documents for various companies and books for individuals.

Proposals:

- Edited or rewrote dozens of successful proposals for environmental and engineering firms, including proposals for (often multimillion-dollar) contracts awarded by the U.S. Army Corps of Engineers, the National Oceanic and Atmospheric Administration, the Federal Aviation Administration, the State of Alaska Department of Transportation and Public Facilities, and the Municipality of Anchorage.
- Since July 2002, wrote and co-wrote all grant proposals for STOP the Overpopulation of Pets, a nonprofit organization devoted to paying full cost for spaying and neutering of dogs and cats. Two \$5,000 grants and one \$2,500 grant awarded so far and several more expected.
- Wrote and edited university grant proposals.
- Have edited numerous U.S. Army Corps of Engineers 244/255 form proposals and am familiar with the format and style.

REFERENCES

Available upon request.