

## Wendi A. Hoover

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Ms. Hoover has 25 years of experience in project support, including conference and special event planning, government client relations, substantive editing, copyediting, proofreading, marketing, communications, proposal coordination and production, and corporate training. She has supported several executive-level associates, and is proficient in Microsoft Word, Excel, PowerPoint, WordPerfect, and Outlook. She possesses outstanding verbal and written communication skills, as well as excellent interpersonal skills.

### EXPERIENCE

#### **Freelance Support** **2008 – Present** **Nationwide**

Ms. Hoover provides freelance support in the areas of document production (including copyediting, proofreading, substantive editing, and finalization), marketing, communications, and conference and special event planning.

#### **NeighborWorks Capital Corporation, a CDFI Lending Institution** **Silver Spring, Maryland** **2008 – 2011**

**Office Manager.** Ms. Hoover was the primary point-of-contact for clients and investors. Responsibilities included coordinating office operations, providing excellent customer service, working with staff, and assisting the management team with administrative tasks, financial management, marketing and business development, and special project activities. These activities included communication and information management; marketing and special event management; loan closing, servicing and reporting; financial administration; and office operations.

#### **Martin's, Inc., Catering and Special Events Facility** **Greenbelt, Maryland** **2008**

**Event Planner/Sales Associate.** Ms. Hoover coordinated special events, including weddings, quinceañeras, bar/bat mitzvahs, corporate events, holiday parties, and trade shows. She was responsible for representing the company's sales team and catering facility, and worked directly with clients on all aspects of their events.

#### **D&R International, Ltd., Energy and Environmental Consulting Firm** **Silver Spring, Maryland** **1998 – 2007**

**Project Associate.** Ms. Hoover supported many teams within the company during the nine years she spent with D&R. She was an integral member of several teams, including the Editorial, Contracts Administration, and Business Development Teams. She was responsible for quality assurance and quality control (QA/QC) for client deliverables; supported the project managers and team leaders in managing and meeting the mandatory monthly and quarterly reports and deliverables for various projects; and served as the Proposal Coordinator, supporting the proposal teams throughout the entire process by developing and overseeing production schedules; organizing writers, editors, and reviewers; and overseeing the final proposal production and QA/QC process, while also providing copyediting and proofreading services. Ms. Hoover coordinated several conferences and special events; provided marketing,

communications, and government client relations services on a variety of contracts; provided substantive editing, copyediting, proofreading, and finalization of the production of documents, including proposals to the federal government; and helped develop and deliver corporate training. Ms. Hoover also participated in many corporate extracurricular activities, including coordinating the “5:30 Speakers Club,” based on the guidance and principles of the Toastmasters; leading the “Social Committee” in bringing energy and enthusiasm to the work environment through the annual company picnic and holiday party, recognition celebrations; and fundraising activities; coordinating and leading the “Caring Committee,” a group of coworkers who offered support to other colleagues in times of personal need; and being a member of the “Community Service Committee,” which completed service projects in the Washington, DC, area.

**Johnson, Bassin & Shaw, Inc. (JBS), Healthcare Consulting Firm**  
**Silver Spring, Maryland**

**1992 – 1998**

***Executive Assistant to the Vice President of Human Relations.*** Ms. Hoover provided support as an Executive Assistant to the Vice President of Human Relations. Additionally, she participated in conference and meeting planning and preparation (including timeline negotiation, organization of meeting materials for distribution, agendas, participant lists, and catering and equipment needs) with clients, project directors, and vendors. She provided onsite logistical and conference support.

***Document Production Specialist.*** Serving as Document Production and Tracking Coordinator on several large proposals to the Federal Government, Ms. Hoover provided copyediting, proofreading, word processing, and other document-production services. She produced reports, client correspondence, and conference information for various projects. Ms. Hoover assisted in the development, design, and delivery of WordPerfect 8.0 training to all levels of corporate staff. She also trained other support staff members in the production, coordination, and tracking of proposals.

## **HONORS AND AWARDS**

- *Award of Distinguished Technical Communication (1<sup>st</sup> Place)*, 2001-2002 Technical Publications Competition, Society for Technical Communication – Washington, DC Chapter. This award was received for the agenda booklet produced for the 2001 Rebuild America National Forum (created with Alex Zartman and Susan Gardner).
- *Award of Excellence (2<sup>nd</sup> place)*, 1999-2000 Technical Publications Competition, Society for Technical Communication – Washington, DC Chapter. This award was received for the marketing pieces prepared for the 1999 Rebuild America National Forum (created with Alex Zartman and Susan Gardner).

## **EDUCATION – UNDERGRADUATE COURSES**

- Ms. Hoover has completed several courses covering substantive editing, copyediting, and proofreading, as well as computer courses on Microsoft Word and WordPerfect.

## **COMMUNITY SERVICE**

- Member, Windsor Locks Lion's Club, 2011 – Present
- Member, Windsor Lock's Women's Club, 2011 – Present