**Dena C. McWain**

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**Objective:** To secure a position in communications that will enable me to utilize my project management, editorial, and organizational abilities.

**Education:** **Quinnipiac College**, Hamden, CT

Major: Mass Communications, BA, May 1995

Minor: History

Honors: Dean’s List

**Experience:** **Project Manager**

Thornton Medical Communications, Guilford, CT 03/2001 to 02/2010

* Manage the development of various medical education materials used by clinicians including manuscripts, monographs, slide kits, and CD-ROMs.
* Coordinate medical symposia.
* Review and copy edit materials for accuracy and consistency prior to production or use in medical symposia.
* Develop content, such as biographies.
* Collaborate with in-house team, vendors, physicians, and clients in development of materials.
* Research information on medical topics and compile data for use in materials.
* Ensure compliance with guidelines during the planning and execution of meetings and development of materials.
* Manage vendor timelines and activities.
* Organize and maintain growing in-house reference database.

**Associate, Research and Editorial**

Thornton Medical Communications, Branford, CT 09/1998 to 03/2001

* Researched information on medical topics and compiled data for use in medical educational materials including manuscripts to be submitted to journals and slide kits for use in medical symposia.
* Copy edited scientific manuscripts to be submitted to top-tier journals.
* Worked closely with well-respected members of the medical community and journal editors in manuscript submittal process.
* Updated and organized journal library used in-house.

**Editor, North Haven Post**

Elm City Newspapers, Milford, CT 04/1998 to 09/1998

* Chose newsworthy stories for weekly newspaper.
* Assigned feature stories to correspondents and tracked progress.
* Edited stories, columns, insert materials, and addressed letters to the editor.
* Responsible for layout and production of the newspaper.

**Training Coordination Leader**

Paradigm Group, Fairfield, CT 08/1996 to 03/1998

* Managed the activities of a team of employees who organized custom sales, management, and interviewing seminars worldwide for major corporations.
* Responsible for the management of approximately $2 million in client invoices.
* Innovated a system to organize and manage production activities.
* Worked closely with the Executive Vice President of Research and Development, desktop publishing personnel, and production vendor to prepare schedules for the creation of seminar materials.
* Assisted in the preparation of contracts and proposals for client review.

**Client Services Coordinator**

Paradigm Group, Fairfield, CT 06/1995 to 08/1996

* Responsible for all aspects of coordination of individual training seminars.
* Responsible for the maintenance of a participant evaluation system.

**Skills:**

* Effective customer service and communication skills.
* Demonstrated ability to work both independently and within a team environment.
* Ability to interact cross-functionally at all levels internally and externally with vendors.
* Solid problem-solving capabilities.
* Efficient in research.
* Project leadership experience, including the ability to assess workload and prioritize projects under tight deadlines.
* High skill set in organization and detail.
* Proficient in Microsoft Office.
* Knowledge of AMA style.

References available upon request.