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| **Kathryn Grace Draper**  2211 W. North Loop Blvd.  Suite 240  Austin, TX 78756  512-553-3153  grace@gracedraper.com | |
| **“I really like the style and tone of your examples. They paint a very nice picture, just the right flavor. I especially love the way you write.”**  **Gerald Lieberman, PhD.**  Director  State Education and  Environment Roundtable  Poway, CA  858-676-1088  **“For the past 20 years I have seen Grace Draper develop numerous trainings with ingenuity and creativity. With her keen insight and well thought out preparation she keeps her participants involved while meeting her clients’ objectives. Grace has the insight that is so needed during project management. I have never seen her tackle a project that she has not given 100% and her clients just keep coming back for more!”**  **Gayle Jones, Director**  Safe and Drug Free Schools  OK State Department of Education  Oklahoma City, OK  405-720-8480  **“It is such a pleasure to work with you. I appreciate your facilitation and organizational skills and your incredible flexibility. Thank you for your professionalism and many hours of attention to detail—going above and beyond to do it right and settling for nothing less.”**  **Suzanne Spradling, PhD.**  Former Dean of Education  St. Gregory’s University  Shawnee, OK  405-848-6420  **“As I said in an earlier e-mail, I was printing to compare changes to my original with your edits. Even with numerous stops and starts to address other OIC issues this morning, I am getting chill bumps with how you used what I sent and enhanced it. Thank God for your gift.”**  **Patricia Kelly**  **Executive Director**  Opportunities Industrialization Center  Oklahoma City, OK  405-235-2651 | Contract Writer/EditorTrainer/FacilitatorAreas of Expertise  * Progressive communication specialist with Masters degree and more than 20 years experience who understands the dynamics of our fast-paced and results-driven culture * Adept at developing presentations, proposals and customized training modules * Strong technical background with the ability to translate profession-specific material to general audiences * Able to work independently and as part of a team to complete training, editing, and writing projects within strict guidelines * Proven track record in working with a broad range of training styles and cultivating relationships with people from diverse organizational and cultural backgrounds * Detail-oriented organizer and planner with strong communication and problem solving skills with the tenacity to successfully complete projects on or ahead of schedule, flexibly adapting to changing situations and requirements * Dedicated and meticulous editor with rigorous attention to grammar and style; equally at ease with technical and nontechnical material * A self-motivated team builder with the ability to manage multiple projects simultaneously, while maintaining a clear perspective of goals and objectives   **Key Accomplishments**  **Writer and Editor**   * Extensive experience writing, editing and producing abstracts, booklets, books, brochures, conference materials, curriculum, executive summaries, grants, newsletters, newspaper columns and blogs, operation and maintenance manuals, policies and procedures, press releases, proposals, reports, speeches, technical briefs, training manuals, tutorials, videos, website content, and white papers * Analyzed data in specialized fields to determine need for revisions in previously published material * Conferred with customer service representatives, vendors, executives, and publishers to establish specifications and determine subject matter and illustrations for online and print publications * Interviewed subject matter experts, read journals and other material to become familiar with product technologies and methods; observed production methods to determine operative procedures and details when writing and/or editing technical documents and videos * Organized material and completed writing assignments according to set standards regarding order, clarity, conciseness, style and terminology * Studied drawings, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail * Reviewed published materials and recommended revisions and changes in scope, format, content, and methods of production * Developed individualized curriculum for a wide variety of learners and levels * Wrote and managed local, state and federal grants with a 96 % funding success rate   **Trainer and Facilitator**  Planned, developed and presented customized training and facilitation applying knowledge of the most effective methods including classroom training, demonstrations, on-the-job training, meetings, conferences and workshops; conducted numerous executive visioning and planning retreats   * Designed statewide leadership clinics and delivered training to groups of over 100 people at each event * Served as the lead facilitator for a statewide leadership initiative developing the training manual and delivering instruction for 12 conference facilitators * Created personal and professional development workshops and seminars for a wide variety of audiences including executives, managers, administrators, agency leaders, trainers, educators, and adult education classes * Unit production manager for several training and public information videos * Designed and implemented pre and post testing to determine the appropriate instructional levels for adult learners * Initiated testing and evaluation procedures to determine training effectiveness; retrained as needed * Developed evaluations for trainer and facilitator performance providing recommendations for improvement as needed   **Partial List of Client Publications and Projects**  **Alpha Plus Learning Systems**  Redesigned formulative reading test booklets  **Canadian County Waste Authority**  *How to Design a Recycling Program* training and instruction manual  **Community Communications**  Industry profiles for Lopez Foods, MidFirst Bank, Metro Journal, CMI Corporation, Mutual Assurance Administrators, Epworth Villa, ZymeTX, Inc., Integris Baptist Medical Center Fertility Clinic, Medallion Hotel, Ackerman McQueen, Local Federal Bank, Express Personnel Services  **Crooked Oak Public School District**  Grant Coordinator  **Keep Oklahoma Beautiful**  Annual report, newsletters, brochures, white papers, presentations on wood waste, instruction booklets on urban forestry; facilitator and trainer for Board of Directors' vision, mission, and action planning retreat  **Learn and Serve America**  National report on outstanding school programs  **Mayor’s Committee on Disability Concerns**  Conference materials: brochures, programs; newsletter, magazine articles, speeches, press releases  **Metro Journal**  Business magazine articles profiling corporations and small businesses; guest editor-in-chief/senior writer for Earth Day issue  **Neighborhood Alliance**  Newsletter, annual report, neighborhood directory  **Oklahoma City Beautiful**  Unit production manager for *The Business of Recycling* video, organizational consultant to Central Oklahoma Recycling Coalition, editor of *The Lake Hefner Breeze*  **Oklahoma City Public Schools**  Train-the-trainer programs for teachers  Training manual and direct instruction for school cafeteria managers on federally mandated procedures  Personnel training and development for all school clerical support staff  Staff development training on a wide variety of topics for educators  **Oklahoma Conservation Commission**  *How to Create a Wetlands Classroom*—instruction manual  *Directory of Oklahoma’s Outdoor Classrooms*  **Oklahoma Consortium of Environmental Literacy (OKCEL)**  Project Director: Oklahoma’s Environmental Master Plan  Lead Facilitator and Trainer: *Facilitator’s Training and Instruction Manual;* ongoing training and development for the executive committee and OKCEL facilitators  **Oklahoma Department of Agriculture**  Unit production manager for Human Resources training video  **Oklahoma Department of Environmental Quality**  *How to Develop Community Gardens* training and instructional manual  **Oklahoma Forestry Services**  Grant management, white papers, website development and copy, unit production manager for three training videos, ghosted monthly newspaper column for six years, custom designed training for over 100 state executives and staff members  **Oklahoma Sierra Club**  Facilitator and trainer for state level executive committee vision and planning retreats  **Oklahoma State Department of Education**  Design editor for *Safe and Drug Free Schools Prevention Manual and Safe and Drug Free Schools Crisis Intervention Manual;* developed and presented statewide training on stress-free productivity  **Oklahoma Wildlife Federation**  Grant writing, newsletter and magazine articles, white papers, training and instruction manuals--*Landscaping for Urban Wildlife; Tree Identification for Kids*  **Opportunities Industrialization Center (OIC)**  Communications specialist and consultant for student instruction, grants, annual reports, proposals, executive summaries and letters, user manuals, policy and procedure booklet  **State Education and Environment Round Table**  *The EIC Model—a Six-Part Report; Surfboards and Their Production; Delta Dynamos* (vignettes for California’s science curriculum)  **The Tree Bank Foundation**  Grant writing, unit production manager for three training videos, white papers, municipal reports, magazine articles, instruction manuals, marketing brochures, press relations, media liaison, presentations, lead trainer and liaison with Oklahoma City Community Foundation funded garden grant programs  **Tina Bowerman and Associates**  Cultural report on the *State of Art in Oklahoma City* |