

Stephen R. Wilson
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PROFESSIONAL ACCOMPLISHMENTS

BUSINESS DEVELOPMENT: Planned and executed international marketing campaigns. Developed and marketed proprietary databases. Developed MIR protocols and managed proposals.

TECHNICAL WRITING & DOCUMENTATION: Researched and executed process and user documentation, product specification materials, bulletins, updates, item descriptions, sequence documentation, and reports for numerous industry groups. Written extensively for the construction industry, preparing copy for newsletters and websites, direct mail campaigns, complete marketing plans, as well as writing timely articles for industry trade magazines.

PROJECT MANAGEMENT: Managed a major government subsidy software implementation. Managed a \$1.5 billion property accountability program for a government services contractor in the Middle East. Managed and trained quality control personnel for the UN. Managed the rehab of a US Embassy. Managed the construction of semi-permanent camps for multi-national UN Security Force in Southeast Asia. Managed major petroleum pipeline project and several oil and gas field development projects.

EMPLOYMENT HISTORY

Biz-comm, Inc., Reston, VA and Fairview, NC
July 1997 to Present (Partner)

Provided marketing and a full range of business communications services to the construction industry and wrote articles for national construction trade magazines including a [monthly column](#).

Stephen Wilson – Proposal Business Communications Consultant – Various Locations
January 1982 – July 1997

Assignments included:

DYNAIR SERVICES, INC., Dulles International Airport – Proposal Consultant: managed, wrote and edited original material to various proposal efforts, business plans, and general business writing.

ZAN Trading - A Saudi Arabia Company, (ZTI–Crystal City, VA) – Provided extensive research and report writing services.

BDM-Vinnell Corp., Fairfax, VA – Technical/Proposal Writer; wrote and edited technically challenging proposal efforts.

FRANK E. BASIL/USAS JV, – Washington DC, Iraq, Kuwait, Cambodia, Thailand, Vietnam – Project Manager/Proposal Manager: managed proposal efforts, project plans, marketing surveys, and procedural documents. Prepared and made presentations to foreign as well as American and UN

personnel on a variety of construction and facilities management projects throughout the Middle East, South East Asia, and Eastern Europe.

GEB CORP., Phnom Penh, Cambodia, Vietnam – Development Director/Project Manager:
Organized and managed all aspects of GEB's business development in SE Asia. Managed mine clearing operations in Cambodia.

NAA SERVICES, INC. Chantilly, VA – Technical Business Writer: wrote and edited original material for various DoD and FEMA proposal efforts.

LORENZ ASSOC. INC, Bennington, VT – Proposal and MIR Manager: marketing research and analysis.

MICHIGAN DEPARTMENT OF PUBLIC HEALTH, Lansing, MI – Proposal coordinator/manager: researched and prepared APD's (Advanced Planning Documents) for submittal to USDA, tested online software system, trained and evaluated local user base for WIC (Women, Infants, and Children) program.

PLICO INSURANCE AGENCY, Lansing, MI – Business Consultant: developed a direct mail marketing system to provide leads to sales staff.

INTEX CORP., San Antonio, TX – Business Development Consultant: developed the industrial and military market for ITC's Omni-directional (AGV) Alexis wheelchair.

DYNCORP INTERNATIONAL SERVICES, Reston, VA; Camp Doha, Kuwait.

January 1992 - January 1993 (Employee)

Manager, Property Accountability – US Army Kuwait

Theater Level Property Book Officer for original \$1.5 billion Theater Sustainment Maintenance Management (TSM) contract, provided subsequent contract modification text for FAR compliance.

HUNT ENERGY CORP, Dallas, TX

July 1978 - January 1982

Operations Manager, NE District (Employee)

Responsible for all duties and personnel related to drilling, completing, production and engineering in the northeastern United States.

W-K-M WELLHEAD DIVISION, ACF Industries, Houston, TX

June 1977 - July 1978

Manager, NE Regional Sales and Service (Employee)

Responsible for acquiring, staffing and stocking W-K-M's first Sales and Service Center in the northeast US. Total responsibility regional business development, and account maintenance.

PERSONAL

Member: APMP, NDIA

Education: Northwestern Michigan College, A/BS Petroleum Engineering

References upon request

Stephen is a veteran and a woodworker