

## ELIZABETH (BETSY) PRINE

### DETAILED EXPERIENCE

LONGENECKER & ASSOCIATES, INC.

Aug 2012 – Present

*Staff Accountant*

- Administer all accounting functions for L&A
- Track and report monthly and quarterly project accruals and balances to project managers
- Perform technical writing and editing
- Maintain central storage of L&A administrative documents
- Process security clearance transfers and initiations
- Process associate and subcontractor invoices and payments
- Prepare and compile customer invoices
- Maintain central storage of L&A contracts and subcontracts
- Generate correspondence, briefings, technical papers, and high level presentations to support project managers

ATC- NUCLEAR

Feb 2010 – Nov 2011

*Sales & Marketing Coordinator*

- Key in building the marketing department from the ground up
- Created technical marketing collateral
- Coordinated conference plans and logistics
- Responsible for proposal compliance and preparation for Department of Energy RFQ's and RFP's
- Instrumental in the site selection for new Oak Ridge, TN, office and oversaw \$2M renovation
- Worked with Gilmartin Engineering Works to successfully develop and implement a strategy to grow ATC-Nuclear's business from the commercial nuclear industry into the government sector

H-S WHITSON CONSTRUCTION CO., INC.

Nov 2006 – Jan 2010

*Director of Business Development and Public Relations*

- Designed and developed marketing materials and website
- Implemented and populated CRM software to better manage and strengthen client and prospect relationships
- Actively pursued leads on new business opportunities through research, client networks, trade shows and opportunity databases
- Coordinated all aspects of proposal composition and management including estimates, scope, and final submittal
- Submitted numerous proposals for projects ranging from Term Contracts to multimillion dollar facilities - all with an excellent win rate
- Utilized superb communication skills in serving as the main interface with clients

- Assisted Human Resources in business office management
- Conducted PowerPoint presentations highlighting our qualifications and capabilities for potential clients

## **EDUCATION**

Bachelor of Science in Communications/Public Relations, University of Tennessee Knoxville, 2003