

MARISA RENEVITZ, MBA

HIGHLIGHTS

- Able to translate project requirements into product development, integration, and execution through the use of in-house and subcontractor resources.
- Skilled in coordinating multiple detailed reports from various companies, and subsequent consolidation into high level reports for numerous audiences.
- Demonstrates the capability to work with all levels, cross-departmentally and outside the organization, while showing strong attention to detail, utilized to ensure accurate and timely reporting of the use of billions of dollars in accordance with contract requirements.

WORK EXPERIENCE

Longenecker and Associates, Richland, WA (07/12-current)

Sr. Project Analyst II

- Responsible for the maintenance of a federal website that is a central repository for reporting, for the use of DOE-RL and prime contractors.
- Provide project/program support in the administration and maintenance of the Technical Improvement process.
- Coordinate collection of 2015 Vision and Beyond, KPGs, and other publicly communicated metrics, maintain configuration control, and identify integration opportunities for reporting.
- Perform direct support to DOE-RL as needed, including assisting with project reviews, peer reviews, technical and independent assessments, budget and scope reviews, and schedule development and analysis.

Project Assistance Corporation, Richland, WA (02/09-06/12)

Sr. Project Analyst II

- Functional lead responsible for meeting the transparency requirements for \$1.6 Billion in American Recovery and Reinvestment Act (ARRA) work for the Department of Energy, Richland (DOE-RL).
- Conceived, developed, and/or distributed written, graphic, audio and video media. Products include written and illustrated Weekly Reports ~30 pages in length, dozens of poster-sized graphics depicting progress on key initiatives, weekly videos, and one intranet web site.
- Led the technical integration of all ARRA transparency products.
- Produced PowerPoint presentations for senior management who were providing ARRA status updates. Presentations were given internally within DOE-RL and externally to DOE headquarters in Washington, D.C. and the Oregon Hanford Cleanup Board.
- Regularly worked with 5 project executives to gather and combine information for regular monthly project updates to DOE headquarters.
- Responsible for the development and maintenance of a federal website that is a central repository for ARRA reporting, for the use of DOE-RL and prime contractors.
- Performed detailed EVMS analysis on a monthly basis.

IBSInterprit, Carlsbad, CA (03/07-08/08)*Sr. API Documentation Writer*

- Responsible for all API projects, including defining scope of projects, creating procedures, templates and guidelines, writing and testing code samples, working with engineering to gather information and give feedback on product.
- Products include 8 procedures, 4 application code samples, 150 method code samples, and 1,500 method-level definitions.
- Mediated meetings between management, engineering, and documentation to define project responsibilities.
- Scheduled and prioritized all API projects.
- Edited hundreds of Help topics documentation and release notes as part of release review process.

Solekai Systems, San Diego, CA (01/05-02/07)*Documentation Lead*

- Responsible for all documentation projects and employees, including managing release schedules, all documentation releases, and company training.
- Created, developed, wrote and edited instructional and test procedure documentation. Products include ~2000 test procedures, internal policies and procedures, and 4 training presentations.
- Recommended formats responsive to technical and customer requirements.
- Reviewed test procedures for quality assurance in technical accuracy and conforming to company documentation standards.
- Coordinated multiple 5 project documentation releases per month, each consisting of ~75 test procedures.
- Reorganized documentation writing guidelines to improve efficiency.
- Acted as customer and project management point of contact for documentation issues.
- Trained new documentation team members in company policies and group guidelines.
- Managed the hiring, growth, and performance of 15 employees, resulting in 100% increase in staffing of documentation team.

Wells Fargo Bank, N.A., Carlsbad, CA (01/03-06/04)*Technical Writer*

- Researched and wrote policies and procedures to ensure compliance with federal regulations.
- Worked with executives and subject matter experts to ensure technical accuracy.
- Communicated internal and federal changes to rate sheets, loan request forms, and underwriting requirements.
- Copy-edited documentation and marketing materials.

Horizons International, Inc., San Diego, CA (10/01-11/02)*Programmer Writer/Tester/Editor*

- Researched and wrote reference documentation for software development of manufacturing program.
- Constructed company-wide writing guidelines and specification standards.
- Worked with developers and program managers to ensure technical accuracy.
- Tested program for end user functionality.
- Copy-edited documentation and marketing materials.

Microsoft, Redmond, WA (12/99-10/01)

Programmer Writer

- Researched and wrote reference documentation for .NET Framework.
- Worked with developers and program managers to ensure technical accuracy.
- Drafted documentation according to editorial guidelines.
- Wrote code samples based on reference documentation.

Microsoft, Redmond, WA (6/99-9/99)

Technical Writing Intern

- Researched existing article ideas and suggested new article ideas based on customer feedback.
- Drafted articles according to editorial guidelines.
- Revised articles as necessary for technical accuracy and to meet editorial guidelines.
- Herded topics through edit and technical review.

EDUCATION

Master of Business Administration (2006); Cal State University San Marcos, San Marcos, CA
Bachelor of Science, Computer Science (2000); Seattle University, Seattle, WA